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## CODE OF ETHICS

AANT – Academy of Art and New Technologies – is a Higher Education Institution founded on the principles and values enshrined in the Constitution of the Italian Republic and the EU Charter of Fundamental Rights as well as other international human rights legislation, in particular those pertaining to knowledge protection and development, research, training, and culture in so far as these constitute the foundations for peaceful coexistence.

The Academy promotes the acquisition, development, and recognition of skills through its study and research methodology, and through the development of individual talent and creativity. Since its inception, AANT has been free and open to debate with institutions in Italy and abroad that share the same principles and pursue the same aims.

The ethical principles that underpin this document are shared by the international scientific community. AANT accepts and applies these principles but, above all, encourages and advances them responsibly. It is with this sense of responsibility that we carry out tasks to the best of our abilities and are committed to improving work conditions, promoting collaboration, and participating productively in every activity in all its elements.



## Introduction

The Academy of the Arts and New Technologies (hereafter AANT) mission. AANT aims to advance learning and professional competence and train students to contribute to society.

AANT is a scientific and research community favouring cultural development and contributing to scientific research. Respecting freedom of thought principles, AANT promotes a concept of science to benefit all people, respecting personal dignity and civil co-existence.

AANT has a student-centred approach which favours a whole-person cultural education placed in a context of higher values.

This Code of Ethics will provide a framework for professors, administrative staff, students, and Academic Bodies alike for identifying and solving questions related to ethics in the workplace and study sphere, as well as in matters of personal choices and relationships. By applying and sharing its precepts, the Code of Ethics provides the conditions necessary for realising the AANT mission.

AANT therefore requires each of its members, in accordance with their competences and values, to apply the Code of Ethics to recognise, promote, enable, and ensure:

- The dignity of all persons.
- The successful engagement with studies, teaching, research.
- The promotion of integrity, honesty, justice and legality, dialogue, respect, and the development of potential, competences, and skills.
- The prevention and rejection of any form of discrimination, violence, abuse, or impropriety.
- Respect for the underlying principles of the Constitution of the Italian Republic and the Treaty on European Union.
- An efficient use of resources and services with no wastefulness, with respect for the environment, university facilities, hygiene, health and safety.



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- A sense of responsibility and the performance of individual duties carried out both individually and with collegial bodies.
- A sense of belonging and a spirit of service and collaboration.
- Transparency, equity, impartiality, courtesy, harmony, and concord.
- Collaboration with Italian and foreign universities and institutions.

## **Beneficiaries and Definitions**

The Code of Ethics addresses all AANT members, bodies, and third parties who have relationships with the Academy.

These apply to:

- All AANT teaching and research staff, whatever the contractual conditions, for the duration of the contract. They also apply to visiting professors and AANT professors received by other institutions.
- Students.
- Students and participants on all courses (including Masters, advanced courses etc.) including post-course affiliations that make use of AANT services, particularly work placements.
- International students from other institutions and AANT students on international programmes abroad.
- All non-academic staff: management, administrative, accounts, technicians for the duration of their contracts.

## **I Common regulations: Rights and Responsibilities**

- All members of AANT must be treated in accordance with their rights, duties, and values, in the spirit of mutual respect, consideration, and comprehension.
- All members must abide by the law, by the AANT regulations, and this Code. All members must treat the institution's resources, facilities, and spaces with responsibility, due diligence, decorum, and transparency.



## 2. Rejection of all forms of discrimination and abuse

AANT is committed to providing an environment free from discrimination irrespective of religion, gender, sexual orientation, personal beliefs, physical appearance, skin colour, language, ethnicity or social origin, citizenship, disability, family choices, pregnancy, age.

AANT adopts initiatives to discourage, prevent, and eradicate all forms of discriminatory or bullying behaviours, especially where repeated and protracted. These may take the form of psychological persecution or harassment leading to negative impacts on the victim's work and study, compromise their health, professionalism, dignity, or their very existence.

AANT will tolerate no moral or sexual abuse or harassment and will provide the victim with the appropriate support and protection. Sexual abuse and harassment are defined as requests for sexual favours, unwelcome sexual advances, verbal or non-verbal physical conduct or behaviour aimed at insulting, ridiculing, or violating another's personal dignity or sexuality.

Subject to the duty to report to the judicial authorities, any witness failing to take action to protect a victim will, in effect, be indicating that such behaviour is acceptable.

## II Academic body

### 3. Commitments to Academic Staff

AANT is committed to creating and maintaining work conditions that enable efficient and effective functioning of teaching and research, allow academic staff to exercise their professional skills safeguarding their mental and physical well-being, and preventing all forms of unlawful and unwarranted pressure.

### 4. Academic staff: Responsibilities and duties

- To participate diligently, proactively, and constructively in all academic and pastoral collegial activities relevant to his/her area. Absences can only be accepted with good reasons.
- To take part in and support all AANT activities, on and off-line, related to teaching.
- To ensure that the implementation of AANT teaching and research policies relevant to his/her area are carried out according to the principles of impartiality, equity, cost-effectiveness, simplicity, fair practice,



openness, and transparency.

## 5. Student Relations and Teaching

Staff shall:

- Treat all students, in all their diversity, fairly and equally.
- Encourage learner autonomy, a sense of responsibility, and self-discipline so that students successfully manage their own learning process.
- Pay especial attention to students with disabilities or those with special needs. This also applies to foreign students.
- Adopt appropriate measures to ensure efficient and effective teaching, particularly for assessments, tests, and final examinations, to be carried out with equity, impartiality, openness, and transparency.

## 6. Scientific Research Ethics

- Academic staff will respect the highest ethical standards in both the selection and adoption of research methods, and in all uses of results.
- In cases where a research project raises issues of an ethical nature, the Department may rule for reapproval by the Ethics Committee according to the University's guiding principles and purposes. This committee is made up of the Director or their delegate and two professors nominated by the Director. The mandate for committee membership is for three years and may be renewed only once.
- In cases of conflict of interest – either personal or with another person or organisation – the teacher must declare the conflict and their position and stand aside from any involvement in decisions pertaining to the said conflict.

## 7. Merit Selection Procedure

- Academic staff will abide by the principles of professionalism, equity and impartiality when participating in the researcher selection process or taking part in assessment or recruitment procedures for university career



progress.

- Academic staff applying for selection boards will respect their colleagues' autonomy and refrain from exerting unwarranted pressure.

#### **8. Favouritism and nepotism**

- Academic staff shall oppose all instances of favouritism and nepotism.
- Favouritism will be understood to have occurred whenever a professor's student is favoured in their career path to the detriment of an objectively more deserving candidate.
- No employee shall use their position to favour a spouse, children, a family member, or unmarried partner i.e. any person who is related by consanguinity within the fourth degree or affinity.
- Academic staff shall oppose all forms of direct or indirect pressure to grant benefits of any nature to favour afore-mentioned subjects.
- No member of the Academic Staff may assume responsibility for any teaching facility or research, take part in assessment committees, or take on any other coordinating, directive, or evaluating role should there be present, in any capacity including fixed-term, a spouse, child, family member or partner, or any person related by consanguinity or affinity within the fourth degree.
- No spouse, partner, or any person related by consanguinity or affinity within the fourth degree may take part in internal mobility procedures involving tenured professors and researchers.

#### **III Student Community Academy commitments to students**

- AANT will guarantee the right to study, safeguard mental well-being and show respect for every student's moral personality avoiding all forms of unlawful conditioning or undue discomfort.
- The Academy commits to organising educational activities, educational competitions, assessments, and testing according to criteria of transparency, support, excellence, and recognition of merit through the implementation of policies designed for such purposes.



- AANT guarantees the right for students to use the social spaces and encourages discussion and group meetings in the rooms designed for such purposes, to organize themselves collectively within the terms of the Law, Statutes, and this Code.

#### **Student Duties regarding the Academy, Academic Staff, and fellow students**

- AANT students are required to fulfil educational commitments taken on at enrolment, with behaviours that allow and promote their studies correctly and constructively, from the entrance to summative tests, and study and research.
- AANT students, through their studies and active participation in academic life, are expected to contribute to the cultural development of the institution and society
- Students are expected to respect the Academy and associated institution's property, and show respect for all texts and materials to allow for consultation by other members.
- During their studies, students have a duty to make proper and diligent use of resources provided by the Academy in line with the Constitution.
- Students are expected to respect all Academy assets made available to them with especial reference to the library and reading room the use of which is exclusively reserved for academic and cultural research purposes.

#### **Students shall not:**

Use IT equipment for personal or unlawful use.

Obstruct any of the Academy's teaching, learning, research, or administrative activity in any way that disrupts the smooth functioning of the institution.

Violate rules regarding all assessments and tests, including entry tests, public examinations, competitions, self-study tasks, reports:

1. Consult unauthorised sources, documents, or persons or use any unauthorised tool including IT.
2. Plagiarise ideas, concepts, presentations, data or any other written or oral information with correct citation of sources.



3. Use any information prior to, during, or after evaluation that may alter accuracy or validity to achieve a level playing field.
  4. Produce, disseminate, or use any false data, information, document, formal statement, or source.
- Any conduct which challenges any member of staff must be justified and resolved through open discussion with the offended party.

#### **Academy governance and student representation**

- AANT safeguards the students' right to be represented in the life and democratic governing of the Academy as set down in the Statutes and Regulations.
- Student Reps are duty-bound to carry out their role continuously and with commitment, ensuring their style and behaviours respect the institution, its aims, regulations, this Code, student rights, and the wider interests of the Academy.
- Debate between Academic Associations and/or Student Movements must be conducted with mutual respect, sobriety, and observation of democratic rules, especially during Elections.

#### **IV. Staff**

##### ***Academy commitments to Staff***

- The organisation and the smooth-running of AANT activities are based on the principles of legality, transparency, good conduct, impartiality, and responsibility
- The Academy's smooth functioning is assured if all members of staff adhere to behaviours commensurate with their roles and this Ethical Code.

##### ***Staff Recruitment, Management, Development and Training***

- Evaluation of candidates and recruitment is based on aligning AANT's operational needs to the candidates' professional profiles, recognising equality of opportunity.
- Documentation requested for the selection process is strictly for purposes of verification of professional





profiles and competences in full respect of the candidate's privacy.

- Staff management and development processes such as promotions, transfers, or incentives are based on aligning staff profiles to programme objectives and are based on merit as set out in the current agreements.

**Staff are required to:**

- conduct themselves according to principles of professionalism, transparency, good conduct, efficiency and honesty during working hours, refrain from using university time or resources for personal purposes, and work with academic staff, students, senior and subordinate colleagues to reach the Academy's objectives, and in respect of this Code.
- Keep all records connected to own activities well-organised and updated taking care to file appropriately, to facilitate any eventual check on the part of authorised parties.
- to understand, respect, and carry out procedures with loyalty, good conduct, and transparency, ensuring, where possible, that all tasks are adequately documented or documentable.
- to understand, implement, and communicate health and safety and privacy policies and information concerning the Academy.

**V. Miscellaneous**

**Use of AANT name and logo**

Unauthorised use of the AANT (Academy of Arts and New Technologies) name, logo, and symbols is not permitted. All Academy member are required to protect the name and cause no damage to the Academy's reputation.

**1. Use of research, service and spaces of Academy**

No member is permitted to use, share with persons or organisations outside the Academy any research materials, services, spaces, or human resources, either physical or financial for personal purposes or any purpose for which the above were assigned without explicit authorisation from the relevant parties in the



institution.

### Media relations

- Media relations must be conducted with transparency and veracity.
- No member is permitted to write articles, do interviews, or take part in any programme in the name of the Academy unless for an express purpose authorised by the relevant party.

### Health and Safety

In accordance with current laws safeguarding health and safety at work (ex. D. lgs. 9 aprile 2008, n. 81, and subsequent modifications), the Academy of Arts and New Technologies is committed to adopting all necessary measures safeguarding the physical and mental well-being of its members, and all persons working in the Academy structure.

- The safeguarding of the health and safety also applies to persons and companies providing services to the Academy and working inside the institution, who will also respect legal norms to ensure their own and others' safety.
- All Academy members, in so far as their competence allows, is required to follow these laws, the Code's principles, and procedures in place to ensure the safeguarding of health, safety, and hygiene in the workplace.

### Confidential information

Academy members shall:

- Respect the confidentiality of persons or companies whose data is stored by the Academy.
- Keep confidential that sensitive information, protected data, or confidential office data, or any other Personal Data collected for the performance of institutional tasks, the unlawful disclosure of which would cause damage to the Academy and/or third parties.
- Ensure that only authorised personnel have access to Personal Data in whatever medium (paper or electronic) and its use complies with the office duties for which it was gathered and with privacy laws.



### Donations and Gifts

No member of the Academy may directly or indirectly use his/her position to procure favours or services from other members of the Academy or third parties for him/herself, friends, or relations unless legally obliged.

- Abuse may consist of behaviours that, while not illegal, are incompatible with Academy regulations
- Members may not seek donations or gifts and are required to refuse any donations or benefits that may negatively impact, even indirectly, on the academic functioning.
- Acceptance of gifts or donations of modest value is permitted while attending presentations, conferences, and meetings if they in no way negatively influence the carrying out of academic duties.

### Relations with providers

- The Academy manages the acquisition of goods and services process and conferral of professional services are carried out with transparency and with good conduct.
- Transparency is ensured through adopting regulations and processes of management of suppliers and professionals that take technical and economic reliability into account.
- Receiving or offering money or gift while dealing with suppliers, consultants, and any third party is forbidden. This would be aggravated if disproportionate, would damage the Academy's reputation, or could be interpreted as being illicit.

### Public Administration Relations

The Academy's relations with the public administrations, public officials, or persons in charge of a public service must comply with legal and regulatory provisions.

Only the relevant and authorised Academy member may take on commitments and manage relations with the Public Administration, public officials, or persons in charge of a public service.

In any relation, even of a non-commercial nature, between the Academy and Public Administrations, public officials, or persons in charge of a public service, Academy members shall not:



- offer money or any form of benefit to the civil servant, his family members or to any persons in any way related, which could affect the public official's impartiality and independence.
- unlawfully seek or establish personal relationships to favour, influence, or interfere with the outcome of the relationship.

#### **Conflict of Interest**

There is a conflict of interest when the real or potential private interest of an Academy member is in conflict with the interest, including non-economic, of the Academy.

- An Academy member, who, in a given operation or circumstance, has interests in conflict with those of the Academy, must immediately report it to the appropriate department, person responsible, or senior staff member and must refrain from any autonomous deliberations, proposals or decisions on the matter.
- No staff member may assume responsibility for any sector, administrative, welfare, coordinating or evaluating role, nor take part in assessment committees should there be present, in any capacity and including on a fixed-term basis, a spouse, child, family member, partner, member of household, or any person related by consanguinity or affinity within the fourth degree.
- Staff members are also required not to take advantage of business opportunities they meet in the course of their duties.

#### **VI. Implementation**

The Code of Ethics comes into effect when:

- The Code of Ethics and its changes are approved by the Board of Directors.
- The Code is formally issued by the Director and is then published on the AANT website (coming into force on date of issue).



### **Implementation of the Code of Ethics within the Academy**

All academy members shall read the Code of Ethics and make enquiries as to interpretation

- All Academy members may contact the relevant persons for advice and suggestions on how to apply the Code and on the appropriate conduct to adopt in relation to specific cases.
- All Academy members shall report any conduct that breaches the Code of Ethics to the Supervisory Committee and ensure, in relation to each person's responsibilities, that such behaviours cease as soon as possible.
- Any person believing to be a victim of misconduct is urged to report the incident to the Supervisory Committee, which will carefully assess the specific circumstances and seriousness of the said misconduct and take appropriate action accordingly.

In accordance with civil, criminal, and administrative codes, the alleged violation of the Code of Ethics may lead to disciplinary sanctions.

### **Implementation of the Code of Ethics against Third Parties**

The Academy undertakes that third parties comply with the Code and specify in the contract that the Code be viewed.

If required, a copy of the Code of Ethics can be delivered to all persons who have relations with the Academy.

The Academy shall:

- Inform promptly third parties of the Code's commitments and obligations and compliance thereof.
- Eschew or discontinue relations with any person who expressly refuses or fails to comply with the Code.
- Report to the Supervisory Committee any breach or potential breach of the Code on the part of third parties of any proposed amendment that has been made enforceable.

### **Disseminating the Code of Ethics**

The Academy promotes the broader dissemination and knowledge of the Code of Ethics and promotes



its compliance, through publications, communications, conferences, educational activities, and any other suitable means. This includes annual training plans adapted to participants' roles and responsibilities.

- A printed copy of the Code of Ethics is filed with the Directorate and is also available on the Academy's website where changes are promptly updated removing the identity of those involved unless there is a specific request to the contrary.
- All staff upon recruitment and students upon registration and enrolment will acknowledge acceptance of and compliance with the Code.

### Updating the Code of Ethics

Except in the case of urgent need, the Code of Ethics is reviewed every three years to incorporate any changes from matters arising e.g. adaptations to new national, community, or international regulation

### Sanctions

- Anyone who has plea bargained or been convicted of a serious offence cannot be part of the Academy bodies.
- No member who has received disciplinary action following a violation of the Code may be nominated or become part of the Academy's management, academic, administrative, or support staff/bodies.

Rome 12/13/2021

The Director  
Rossana Quarta