

H-FARM College Code of Conduct

INTRODUCTION

The following Code of Conduct, which represents the fundamental principles that guiding the H-FARM College community, a unit of H-FARM Education, was drafted considering and integrating the regulations of the universities involved.

This code was created to promote integrity, respect, knowledge sharing, networking and the promotion of the university environment.

The H-FARM College community aims at personal and collective development by enabling people to grow and use the university environment as a starting point for future careers. Integrity and collaboration are prioritised, promoting a culture of knowledge sharing and the recognition of merit among equals, thus fostering both personal growth and the collective development of the college community.

SECTION 1 - GENERAL PRINCIPLES

Art. 1 - Integrity and Honesty

1.1 H-FARM College is built upon integrity and honesty, two principles that, when combined, since the former cannot exist without the latter, enable those embarking on this journey to give their best. Students commit to demonstrating integrity and honesty in all academic and extracurricular activities.

1.2 It is essential that every student follows an honest, reliable, and concrete approach in completing their university journey. Violation of this rule undermines integrity and may result in disciplinary actions. Loyalty and adherence to rules are fundamental values to ensure a just and fair environment for all students.

1.3 Each student is required to take responsibility for their commitment and participation to lectures/events, as a student's lack of preparation could negatively influence the learning experience of others and the reputation of H-FARM College.

Art. 2 - Equal Opportunities



2.1 It is necessary to respect and implement the universal ethical values that H-FARM College acknowledges and intends to refer to in all aspects of its operation:

- Freedom, dignity, honesty, and integrity.
- Rejection of all forms of discrimination, equal opportunities, solidarity.
- Recognition of merit and individual and cultural diversity, impartiality, loyal collaboration, and transparency.
- Mutual respect within and outside the campus, among teachers, students, and all members of the H-FARM College staff.

2.2 The H-FARM College community commits to taking action to eliminate economic, social, cultural, and physical barriers and biases.

2.3 Any form of discrimination must be reported to the course coordinator and the Student Office through a request for an individual meeting.

Art. 3 - Collaborative Learning

3.1 The goal of H-FARM College is to foster a positive mindset toward academic failure, where mistakes are seen as opportunities for learning and improvement. Failure is a natural part of the learning and personal growth process. Students are encouraged to confront their weaknesses without fear, actively engaging in overcoming obstacles. Furthermore, mutual support among students is promoted to create an environment of collaborative learning. Mutual assistance and support are considered essential for both individual and collective student success.

3.2 Students are encouraged to consistently provide honest and constructive feedback to their peers regarding their projects and ideas. Feedback should be respectful, goal-oriented, and based on helping fellow students improve and grow. Honesty in delivering feedback is valued, recognizing positive qualities and offering suggestions for enhancement. It is important to avoid offensive, demeaning, or non-constructive comments, as feedback should be perceived as an opportunity for mutual growth and development. The aim is to establish a collaborative learning environment where feedback becomes a valuable tool for individual and collective progress.



Art. 4 - Sharing Knowledge

The sharing of knowledge is a fundamental value that promotes competence and contributes to achieving better outcomes for the entire community.

4.1 Students are expected to engage in the consistent and responsible sharing of reliable information. This entails the dissemination of accurate and verifiable knowledge, while avoiding the spread of incorrect or misleading information. Sharing trustworthy knowledge creates a learning environment built on trust and sustainability for all members of the community.

4.2 Students are encouraged to learn from those who possess greater experience and expertise within the community. This involves a willingness to actively listen, observe, and learn from more experienced members. Being open to receiving teachings and suggestions from others fosters both individual and collective growth.

Art. 5 - University Life and Networking

University life encompasses not only classes but also workshops, projects, and extracurricular activities that facilitate networking.

5.1 Students are encouraged to be open and approachable in meeting new students, faculty, guests, professionals, and guest speakers during their university journey. This involves active participation in group activities and the creation of meaningful connections. Engaging with diverse individuals contributes to personal growth and the establishment of a diversified network of relationships.

5.2 Students are reminded that their fellow classmates may become future colleagues in the professional world. This requires a respectful and collaborative attitude toward peers, considering them as potential work partners and valuable resources for mutual professional growth. Awareness of the value of relationships formed during the university journey fosters the construction of a solid foundation for future professional endeavors..

SEZIONE 2 - DISCIPLINARY PROCEDURES

Section 2 has been developed to promote a fair, responsible, and respectful academic and educational environment within the university institution. The regulations establish the rules and procedures for addressing disciplinary infractions committed by students and outline a range of sanctions proportional to the severity of violations of the preceding articles.

Art. 1 - General Principles

The primary objective is to ensure academic integrity, loyalty, and mutual respect among students, as well as the protection of the rights and interests of all members of the university community. Sanctions for violations of the Code of Ethics are brought to the attention of a designated academic body, the Ethics Committee and Disciplinary Commission, and are proportionate to the severity of the infraction, taking into consideration the students' educational interests when assessing the effects of the sanctions.

Art. 2 - Composition of the Ethics Committee and Disciplinary Commission

The Ethics Committee and Disciplinary Commission is the body established within H-FARM College with the purpose of managing and finding solutions in relation to disciplinary violations of the Code of Conduct.

The Ethics Committee and Disciplinary Commission is composed of:

- One member chosen from the faculty, following consultation with the academic board.
- The students' representative of the specific degree course.
- The President of the commission appointed by the Head of Academics.

Art. 3 - Functions of the Ethics Committee and Disciplinary Commission

The Ethics Committee and Disciplinary Commission have various objectives and functions, including:

- **Maintaining Order and Discipline:** The Ethics Committee and Disciplinary Commission are responsible for promoting and maintaining an orderly and disciplined environment within the institution, ensuring a positive and respectful atmosphere among individuals.

- **Addressing Disciplinary Violations:** The Ethics Committee and Disciplinary Commission handle investigations into any breaches of the disciplinary rules established by the institution. This may include inappropriate behavior, academic plagiarism, bullying, theft, property damage, use of prohibited substances, violence, or any other conduct that may compromise the integrity of the academic or working environment.
- **Ensuring Fair Process:** The Ethics Committee and Disciplinary Commission ensure that the investigation and decision-making process is fair and impartial. This involves listening to all involved parties, gathering relevant evidence, providing the opportunity for defense, and objectively evaluating circumstances. A properly constituted and impartial Ethics Committee and Disciplinary Commission facilitate a fair and unbiased decision.
- **Applying Appropriate Disciplinary Measures:** The Ethics Committee and Disciplinary Commission are responsible for determining suitable consequences or sanctions for confirmed disciplinary violations. These may include verbal or written warnings, suspensions, expulsions, fines, or other corrective actions aimed at promoting proper conduct and preventing future violations.

Art. 4 - Types of Sanctions

The following sanctions may be applied in case of violations committed by H-FARM College students. For students and staff of Ca' Foscari - BA in Digital Management, please refer to the official Code of Ethics provided by your university which can be found at this [link](#):

- Written Warning
- Score Penalty in specific exams (to be taken or already taken) and/or in the final outcome
- Exclusion or penalty in participating in specific HFC activities
- Penalty in engagement
- Program expulsion
- Monetary fine in case of damage to property or individuals.

Art. 5 - HFC Academic Procedure for Enforcing Sanctions

The academic procedure for enforcing sanctions is a formal process that must be followed in accordance with principles of fairness and justice.

The initiative to initiate the sanction procedure rests with the Program Director in agreement with the Head of Academics, who assesses the appropriateness of



commencing the disciplinary procedure, also considering the regulations of the partner university (e.g., in cases of plagiarism or other violations of academic rules).

The determination of facts is presented to the Ethics Committee and Disciplinary Commission.

Below is the HFC procedure for activating academic sanctions:

- 1) **Identification of the Infraction:** The disciplinary infraction must be clearly identified and documented. This can include behaviors such as plagiarism, fraud, misconduct, or violation of this code of conduct.
- 2) **Evidence Collection:** Adequate evidence is collected and presented to the Ethics Committee and Disciplinary Commission to support the accusation of disciplinary violation. This can involve testimonies, documents, records, or other relevant pieces of evidence.
- 3) **Student Notification:** The student who is subject to the infraction is notified in writing of the accusation against them. The notification includes a detailed description of the infraction, the collected evidence, and the potential outcomes of the disciplinary process.
- 4) **Right to Defense:** The student has the right to present a written or oral defense, which is evaluated by the Ethics Committee and Disciplinary Commission. Students who believe they have been unfairly sanctioned can file an appeal. The appeal must be submitted in writing to the Program Director following the notification of the Ethics Committee and Disciplinary Commission's decision.
- 5) **Decision:** After considering all the evidence and testimonies presented, the Ethics Committee and Disciplinary Commission, or the competent authority, makes a decision on the matter. The decision is based on the presented evidence and the severity of the disciplinary infraction.
- 6) **Sanctions:** If the student is found guilty, various sanctions, including financial penalties, can be applied based on the severity of the infraction. All sanctions and decisions related to disciplinary violations are recorded in the student's personal file. This information may be taken into consideration for future evaluation processes or decisions regarding admission to extracurricular activities.



This Code of Conduct represents H-FARM College's commitment to creating a respectful, collaborative, stimulating, and rule-abiding learning environment. Students are required to adhere to these principles and support the resulting sanctions in case of violation. Their adherence is essential for the well-being and success of all students, teachers, and entrepreneurs within the university community.