

## Student etiquette

Sapienza has a Code of Ethics that governs all issues involving the relationships among all the people who are part of the University: teachers, technical, administrative and library staff and students. You can find as follows only some informal recommendations, suggested by common sense.

The **mutual respect** between teachers and students is essential. It is important to maintain appropriate behaviours, **gestures**, **manners** and a personal sobriety in all shared work environments and situations.

The enjoyment of lessons is a right for all attending students: **no one should disturb** lectures to respect both students in attendance and the work of teachers.

It is important **to arrive** to lessons **on time**, because being late would often mean missing the substance of the lecture. During the examinations, punctuality is even more of essence: this way, a quick handling of all the examination procedures, the drawing up of the final schedule and a smooth performance of the same examinations will be possible, in the general interest. During oral examinations, that are open to the public, it is proper **to observe the utmost silence**, not to make the examinees lose their concentration.

During a written examination or a mid-term test it is proper **not to copy**, first of all out of respect for the other students who abide by regulations and, last but not least, for oneself and one's education. The actual evaluation of personal knowledge is an essential stage of one's academic training. Finally, it is also a sign of respect to teachers and their work.

Students have the right to sit each exam session scheduled during the year, but their participation must be a fully aware and responsible choice, aimed at having their knowledge assessed. Therefore, students are advised **not to "attempt" examinations**, both out of respect towards themselves and the teachers.

Students should **regularly verify information about courses and examinations** both on their teacher's webpage and on *Infostud*, by reporting discrepancies, if any, so as to abide by the examination procedures indicated by their teacher. Prior to requesting information about courses, examinations and consulting hours from teachers, it would be advisable to find out whether such information may be obtained on the teacher's webpage.

All communications to faculty or other University staff (i.e. Teaching Manager Office, Dean's Office and so on) **should be exclusively sent from their institutional email addresses**. The reason is that this way students may have first of all their right to confidentiality duly safeguarded by teachers (a right provided for by the law)\*; in addition, private emails are often spammed by the institutional mailboxes and sent to trash. Students are required **to write their name, surname, matriculation number and the course referred to**, so as to enable their teacher (who has many other students and courses) to reply punctually.

Students are reminded that the University staff has many other duties in addition to the student and faculty support and as much "back-office" workload. Similarly, teachers as well have, in addition to lectures, other duties which impose upon them to be members of some governing bodies of the University, according to their different levels; they are also involved in scientific research, take part in conferences, collaborate with other research institutions, both in Italy and abroad. Finally, students and teachers are human beings and, as such, are prone to weaknesses. Most misunderstandings between teachers and students or between students and technical, administrative and library personnel may be composed thanks to each one's openness to communication and availability to find common ground.

\* Any teacher who unintentionally disseminates sensitive data, such as an examination mark, to unauthorised subjects may be liable for that pursuant to the law.

