



Annex A: DELoS Honor Code

I. Preamble

1. The DELoS Students' Honor Code sets some basic norms of academic and personal integrity the PhD Students and candidates are expected to comply with during the DELoS Program.
2. PhD Students shall familiarize themselves with the rules established by the following Regulations:
 - a) the Regulations of the PhD Program in Development Economics and Local Systems – DELoS;
 - b) the Code of Ethics of the University of Florence;
 - c) the students' Code of Rights and Obligations of the University of Florence;
 - d) the University of Florence Student Regulations.
3. PhD Students shall keep themselves informed through the DELoS and University websites on matters concerning the PhD Program organization and, in particular, lectures, seminars, internships and academic career management.

II. Principles

1. Good research practices are based on fundamental principles of research integrity. They guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research.
2. These principles are:
 - a) **reliability** in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources;
 - b) **honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way;
 - c) **respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment;
 - d) **accountability** for the research from idea to publication, for its management and organization, for training, supervision and mentoring, and for its wider impacts.

III. General Rules

1. PhD Students shall comply with the provisions of laws, the University's Statute, the University Regulations, respect general values and adhere to ethical principles.
2. Like the other members of the University community, students shall respect cultural differences and avoid all kinds of direct or indirect discrimination against individuals or groups of people based on their age, sex, religion, disability, sexual orientation, marital status, pregnancy, membership in associations or organizations, personal beliefs or opinions, or other characteristics considered discriminatory.
3. Being part of the University community means to participate in academic life, therefore PhD students:
 - a) play an active role in ensuring the quality of academic commitment and the pursuit of excellence in study and research;
 - b) help promoting freedom of thought and expression;
 - c) participate in the University's government, also taking direct responsibility in representative bodies;
 - d) encourage participation in organizations and association, to foster the growth of a supportive, responsible and happy community of students.
4. PhD Students behave in a collaborative, equal, supportive, fair and loyal manner in the relationships with all the members of the University community. This includes using appropriate, respectful and not offensive language in spoken and written communication with members of the University community (regardless of



the media used, social networks included).

5. PhD Student's behavior is guided by dignity, decorum, mutual respect and it is directed towards an ordered academic life and the civil co-existence of people in the academic context.
6. PhD Students shall use the University's facilities and equipment only for institutional purposes, with the utmost diligence and efficiency, avoiding waste and preserving University properties.
7. PhD Students can turn to the University Ombudsman (Garante dei Diritti) to encourage behaviors respectful of this Honor Code and of the Code of Ethics, and to avoid behaviors that are contrary to the University regulations or constitute a criminal or civil offence.

IV. Specific Behaviors

A. Research Misconduct and Other Unacceptable Practices

1. PhD students shall avoid any form of research misconduct and other unacceptable practices.
2. Research misconduct is defined as violations of research integrity in proposing, performing, or reviewing research, or in reporting research results. The most serious forms of violation to research integrity are the following:
 - a) **fabrication** is making up results and recording them as if they were real;
 - b) **falsification** is manipulating research materials, equipment or processes or changing, omitting or suppressing data or results without justification;
 - c) **plagiarism** is using other people's work and ideas without giving proper credit to the original source, thus violating the rights of the original author(s) to their intellectual outputs.
3. There are further violations of good research practice that damage the integrity of the research process or of researchers. In addition to fabrication, falsification and plagiarism, examples of other unacceptable practices include, but are not confined to:
 - manipulating authorship or denigrating the role of other researchers in publications;
 - re-publishing substantive parts of one's own earlier publications, including translations, without duly acknowledging or citing the original ('self-plagiarism');
 - citing selectively to enhance own findings or to please editors, reviewers or colleagues;
 - withholding research results;
 - allowing funders/sponsors to jeopardize independence in the research process or reporting of results so as to introduce or promulgate bias;
 - expanding unnecessarily the bibliography of a study;
 - accusing a researcher of misconduct or other violations in a malicious way;
 - misrepresenting research achievements;
 - exaggerating the importance and practical applicability of findings;
 - delaying or inappropriately hampering the work of other researchers;
 - misusing seniority to encourage violations of research integrity;
 - ignoring putative violations of research integrity by others or covering up inappropriate responses to misconduct or other violations by institutions;
 - establishing or supporting journals that undermine the quality control of research ('predatory journals').
4. PhD students have an obligation to facilitate the evaluation of their research activity, their paper assignments and their final thesis through data access, production transparency, and analytic transparency so that their work can be adequately examined and tested.

B. Use of the University's Facilities

1. PhD Students shall comply with some basic rules while using the University's facilities in order to create



and maintain a good environment at the University of Florence.

2. Computers and other equipment: theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources; allowing unauthorized personal guests to the equipment is strictly prohibited inside the open spaces, laboratories and common room; network usage concerning downloading of material and files and placing material in the web must be restricted to working items.
3. Facilities: The University offers a number of facilities to the students, such as telephone, printer and scanner usage, a continuous internet access and software. These services must be used only for work related activities and not for personal purposes. Moreover, their usage is restricted to PhD students that cannot invite external people to let them enjoy faculty services.
4. Workspace: PhD Students are expected to be silent because the workspace is shared by several people and it is necessary to let everybody do his/her work quietly and with the needed concentration. No material should be hung on the walls of the study rooms, laboratories and the common room.

C. Participation in University Activities

1. Courses and seminars: The PhD Program is residential and therefore long absences are not permitted, unless previously approved by the tutor/supervisor and the Director who guarantees that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the tutor/supervisor. Repeated unjustified absences will cause the expulsion from the PhD Program.
2. Communications: PhD Students must be able to receive and answer to the messages sent to their *unifi* email address independently of the place they are.

D. Respect of Others

1. PhD Students must have a correct hygienic behavior in the common spaces of the University, such as study rooms, laboratories, common room, vending machine area, toilettes and corridors. Cleanliness is fundamental to show respect for the other people.

E. Lying, Deception, and Fraud

1. Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behavior at DELoS PhD Program. Examples of lying, deception, and fraud include falsifying records of time and attendance at work, giving false information to tutors/supervisors and University officials, and failing to take responsibility for personal conduct.

V. Honor Code Agreement

Having read the DELoS Students' Honor Code, I understand and accept my responsibility as a member of the DELoS Ph Program to uphold the Honor Code at all times.

Surname

Name

PhD Program Cycle

Date

Signature