
Coexistence and Mediation Regulation of the Center

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1 General provisions

1.1 Purpose and scope of application.

1.1.1 The framework of coexistence, as an element of improvement of university systems, focuses on advancing learning in a responsible and efficient way and on living together respectfully, peacefully and in solidarity.

1.1.2 The purpose of these regulations is to lay the foundations for coexistence within the scope of the EAE Barcelona University Centre, encouraging the preferential use of alternative methods of resolving conflicts that may alter it or prevent the normal development of the essential functions of teaching, research and knowledge transfer.

1.1.3 The framework of coexistence to determine the adequacy of behaviour, as well as to regulate and promote the climate of coexistence and work, is in accordance with the current legal framework.

1.1.4 This framework of coexistence is applicable to students.

1.2 Implementing legislation

1.2.1 The EAE University Centre is equipped with this regulation under Article 3 and the third final provision of Law 3/2022, of 24 February, on university coexistence and Royal Decree 1791/2010, of 30 December, approving the University Student Statute.

1.2.2 The EAE University Centre must comply with the provisions of Royal Decree 191/2010, specifically the article on the Rights and Duties of Students according to the University Student Statute as legislation that is applicable to it.

1.3 Equity and non-discrimination.

1.3.1 Universities will guarantee students that in the exercise of their rights and the fulfilment of their duties they will not be discriminated against.

1.3.2 Universities will encourage the curricular structures of university education to be inclusive and accessible. In particular, they will adopt positive action measures so that students with disabilities can enjoy an inclusive, accessible and adaptable university education, on an equal footing with the rest of the student body, making reasonable adjustments, both curricular and methodological, to teaching materials, teaching methods and the evaluation system.

1.3.3 Universities will promote access to university studies for people with intellectual disabilities and for other reasons of disability by promoting their own studies adapted to their abilities.

1.4 Promotion of values, rights and freedoms

1.4.1 In accordance with Law 3/2022 of 24 February, the EAE University Centre will encourage this code to promote the following aspects:

- a. Respect for diversity and tolerance, equality, inclusion and the adoption of positive action measures in favour of groups in vulnerable situations.
- b. Freedom of expression, the right of assembly and association, the right to demonstrate, freedom of education and academic freedom.
- c. The prevention and elimination of all violence and discrimination based on birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, sexual orientation or identity, gender expression, disease or health condition, HIV status or genetic

predisposition to suffer pathologies and disorders, language, socio-economic situation or any other personal or social condition or circumstance.

- d. Transparency in the development of academic activity.
- e. The use and conservation of the centre's assets and resources.
- f. Respect for common spaces, including those of a digital nature.
- g. The use of the name and symbols of the EAE University Centre in accordance with the established protocols.

1.4.2 The EAE University Centre must guarantee freedom of expression and the rights of assembly, association, demonstration and strike in the university environment.

1.5 Freedom of teaching, academic freedom and freedom of study

1.5.1 The teaching staff of the EAE University Centre have the freedom to teach and to teach in the exercise of their teaching activity, in accordance with the content established in the case law.

1.5.2 Students at EAE University Centre have freedom of study, in the sense that they are not necessarily linked to the ideological or methodological school approaches proposed by the teaching and research staff.

2 Measures to prevent, detect and respond to violence, discrimination and harassment

2.1 Preventive measures

2.1.1 It is the responsibility of all the groups that make up the university community to prevent conflicts and create an environment of respect, understanding and preservation of equality and equity. This duty also extends to any other person who participates in the activity of the institution.

2.1.2 It is the responsibility of the bodies, departments and areas that have the competence to exercise the provisions of Article 5.1 that carry out actions whose purpose is the promotion of the aspects listed.

2.2 Prevention, detection and action against any form of violence and situations of discrimination or sexual harassment based on sex, sexual orientation, gender identity or gender expression

In accordance with the provisions of the EAE University Centre's Operating Regulations, it is the Equality Committee that is responsible for approving and keeping up to date the Protocol for the prevention, detection and action against possible situations of discrimination, violence or sexual harassment.

2.3 Measures to accompany the victim for their recovery

The EAE University Centre must establish the support measures it deems appropriate in order to facilitate the victim's recovery.

2.4 Other types of responsibilities

If the facts reported may constitute a crime, the disciplinary procedure regulated in Article 19 of Law 3/2022 will be suspended and they must be brought to the attention of the judicial authority or the Public Prosecutor's Office.

3 Alternative means of resolving coexistence conflicts

3.1 Mediation to resolve cohabitation conflicts

The EAE University Centre establishes the mediation mechanism and the mediation procedure as alternative means of resolving conflicts of coexistence in the university environment.

3.2 Principles applicable to the means of resolving conflicts of coexistence

3.2.1 The mediation mechanism and procedure should comply with the principles of voluntariness, confidentiality, fairness, impartiality, good faith and mutual respect, prevention and prohibition of retaliation, flexibility, quality and transparency.

3.2.2 In accordance with the principle of voluntariness, it must be guaranteed that the parties involved in a cohabitation conflict are the ones who, in a free and informed manner, give their consent to the initiation of the mediation mechanism or procedure and, where appropriate, decide to put an end to it at any time during its development.

3.2.3 In accordance with the principle of confidentiality, the parties must be assured that the confidentiality of the information subject to mediation will be maintained, except with the express consent of the parties or as required by a legal rule or by a criminal court decision.

3.2.4 By virtue of the principle of equity, the balance between the parties must be maintained, so that all of them have the same possibilities of action in the development of the mediation.

3.2.5 In accordance with the principle of impartiality, the EAE University Centre must guarantee that the mediator will not have links that could jeopardise this principle with any of the parties.

3.2.6 In accordance with the principles of good faith and mutual respect, the parties must act collaboratively and must maintain appropriate deference to each other and to the person conducting the mediation.

3.2.7 In accordance with the principle of prevention and prohibition of reprisals, the necessary measures must be taken to prevent and avoid all types of reprisals with respect to the persons involved in the conflict.

3.2.8 In accordance with the principle of flexibility, the conduct of mediation must consider the circumstances of the case and the parties involved in the conflict.

3.2.9 In order to ensure the quality of the means of resolving cohabitation conflicts, the EAE University Centre can promote the technical training of mediators and can draw up action manuals.

3.2.10 The parties must be guaranteed transparency and access to the actions that take place in the mediation.

3.3 Mediation

3.3.1 The mediation mechanism is a voluntary procedure in which, through an active and respectful dialogue assisted by a mediator, the parties to a conflict arising from non-compliance with these regulations try to reach an agreement to resolve it.

3.3.2 Mediation is not possible in cases that may constitute a crime or in cases that may include situations of violence, discrimination or harassment and cases that may include academic fraud or serious deterioration of assets.

3.3.3 Any independent third party who has received the corresponding appointment from the General Secretariat may act as a mediator. This appointment must be ratified by the Academic Committee.

3.3.4 The mediator must voluntarily accept his or her appointment.

3.4 Mediation mechanism

3.4.1 The Academic Committee initiates the mediation mechanism, on its own initiative or at the request of a member of the university community. It can only be implemented if all parties give their consent after receiving the necessary information on the content and effects of availing themselves of this mechanism. It is the Academic Committee that is in charge of communicating with the parties so that they can express whether or not they accept to take advantage of the mediation mechanism.

3.4.2 The Academic Committee must propose the mediator. If neither of the parties objects to the mediation of the proposed person, he or she shall act as such. If there are objections or conflicts of interest may arise, the Academic Committee will propose another person.

3.4.3 The appointed mediator must enter into a confidentiality undertaking in relation to the identity of the parties and the subject matter and outcome of the mediation.

3.4.4 The procedure of the mediation mechanism begins with the constitutive session, convened by the mediator, in which, in addition to the mediator, the parties and the designated member of the Academic Committee must be present. In this session, the parties to the conflict and the mediator must be identified, the elements of the conflict must be determined, the express consent of the parties to take advantage of the mediation mechanism will be collected and the calendar of actions will be agreed, as well as the way in which the sessions will be held and the place and dates in which they will be held.

3.4.5 The mediator must draw up minutes of all the sessions and the parties must sign them. The refusal of any of the parties to sign the minutes, which must be recorded in the document, determines the termination of the mediation mechanism.

3.4.6 The mediation mechanism can be terminated in the following ways:

- a. Achievement of an agreement between the parties that resolves the conflict.
- b. Withdrawal of the parties (all or only some).
- c. Expiry of the maximum term.
- d. Reasoned report from the mediator stating that the positions of the parties are irreconcilable.

3.4.7 The mediator must draw up the final record of the procedure, which must express the total or partial agreement reached by the parties or the reason for the conclusion of the procedure. The parties and the mediator must sign the final minutes, which must be sent, together with the minutes of the sessions that have been held, to the Academic Committee for inclusion in the file. A copy of the final act must be provided to the parties who request it. In the event that any of the parties refuses to sign the final act, the mediator must leave a record in the same document.

3.4.8 The maximum duration of the mediation mechanism may not exceed two months, counting from the date of the constituent session. It may be extended exceptionally and by agreement of the parties for an additional month.

3.4.9 If the mediation mechanism is not completed, the sanctions established in these regulations may be imposed based on the offense committed.

3.5 Termination by mediation agreement

3.5.1 In the event that an agreement is reached, it must be formalised in writing with the signature of the parties and with the approval of the mediator. Each party must have a copy of the agreement. The agreement is confidential.

3.5.2 This agreement is binding exclusively between the parties, without prejudice to any legal or regulatory requirements to which compliance may be subject.

3.5.3 The Academic Committee must evidence the agreement through the minutes created in the same Commission.

3.5.4 If the parties involved do not reach a full agreement or only a partial agreement is reached, the person in charge of the investigation must be notified, with the return of the file, so that the disciplinary procedure can continue to be processed, for its total or partial purpose, and the agreed suspension is lifted.

3.5.5 It is the responsibility of the Academic Committee to verify that the agreements reached in mediation do not contravene university regulations.

3.5.6 The Academic Committee will monitor compliance with the agreements by the parties. In cases of non-compliance, it may propose to the Dean's Office the measures it deems necessary to guarantee the effectiveness of the agreements.

4 Code of Academic Conduct for Students at the EAE Barcelona University Center

4.1 Framework of conduct

4.1.1 This degree is applicable to all students enrolled at the EAE University Centre, regardless of their academic level, or the type of studies they are following, whether they are being studied, their cycle or their course. It also applies to mobility students.

4.1.2 In those cases, in which no mediation procedure is initiated and the student is liable to be sanctioned, sanctioning proceedings will be initiated.

4.1.3 In those cases, in which a mediation procedure is initiated, it does not end with an agreement between the parties and the student is susceptible to being sanctioned, sanctioning proceedings will be initiated.

4.1.4 Sanctions are understood to be those disciplinary corrective measures aimed at correcting the acts carried out by the student body in accordance with article 21.1.

4.1.5 These measures will include as a priority awareness-raising, awareness-raising or training measures to promote understanding and compliance with the framework of coexistence. In general, they will be established considering that the corrective measures will be proportional to the nature and seriousness of the faults committed and will have as their main objective the cessation of such conduct, seeking to improve coexistence in the center; they will also have the following purposes:

- a. To preserve the physical and moral integrity of all members of the educational community.
- b. To maintain the necessary working and coexistence environment for the educational centre and the teaching activity to fulfil their function.
- c. Preserve the right of teachers to teach and students to learn in the right conditions.
- d. To promote the awareness of students of the values of coexistence that should govern the relationships between all members of the educational community.

4.1.6 Contrary behaviours, called "misdemeanours", to the established rules of coexistence are classified as minor, serious and very serious. The corresponding corrective measures, and their mitigating or aggravating circumstances, are typified as indicated in this title.

4.2 Punishable conduct

4.2.1 Punishable conduct shall be understood as all conduct carried out in the facilities, systems and spaces of the EAE University Centre, including those of a digital nature. Also, those that have occurred in activities organized by the center or in external academic internships.

4.2.2 The Academic Committee may classify, with reasons and justification, any other conduct that occurs as punishable, provided that it has occurred under the same conditions as those established in point 1 of this article and is not classified as punishable in this regulation. No more than one month may elapse between the performance of the conduct liable to be classified as punishable and its classification as punishable.

4.2.3 Students who collaborate in the performance of acts or conduct constituting very serious or serious misconduct will also incur disciplinary liability.

4.3 Very serious offenses

The following are classified as very serious offences:

4.3.1 Serious acts of indiscipline, inconsideration, insults, threats, lack of respect or defiant attitudes, committed towards the rest of the students, teachers or other staff of the centre.

4.3.2 Physical or moral harassment.

4.3.3 The use of intimidation or violence, aggressions, serious offences and acts that seriously violate the right to privacy, honour or self-image or health against classmates or other members of the educational community.

4.3.4 Discrimination, humiliation or humiliation of any member of the educational community, whether on grounds of birth, racial or ethnic origin, sex, sexual orientation, gender identity, religion, conviction or opinion, age, disability, nationality, illness, socio-economic or linguistic condition, political or trade union affinity, on account of their appearance, or on the basis of any other personal or social condition or circumstance.

4.3.5 The recording, advertising or dissemination, through any means or support, of aggressions or humiliations committed or with humiliating content for members of the educational community.

4.3.6 Serious damage caused intentionally or by improper use to the facilities, materials and documents of the school or to the belongings of other members of the educational community.

4.3.7 Insulting, serious offence in word or deed, or insubordination against the governing or management bodies of the EAE University Centre, or against the teaching staff, the technical management, administration and services staff, and the rest of the student body, which includes, but is not limited to, violently opposing the holding of academic events or compliance with the provisions of this nature emanating from the governing bodies or the management of the EAE University Centre.

4.3.8 Impersonation in academic acts and falsification of documents, including, but not limited to:

- a. Impersonating other students in the performance of exams.
- b. Forging signatures on class attendance records.
- c. Forgery, theft or destruction of academic or administrative documents, or using false documents before the governing or management bodies of the School, or before the administrative and service staff.
- d. Using the trademarks, trade names and distinctive signs owned by the School for non-academic purposes and for profit without having obtained the corresponding prior authorisation.
- e. Using another student's identification card in order to access the School's benefits or services or benefits or services provided by third parties through agreements or agreements with the School.
- f. Using the passwords to access the virtual campus of another student or a teacher in order to obtain information or other personal data.

4.3.9 Improper or unauthorised access to documents, files and servers of the centre.

4.3.10 Serious disruption of the normal development of the school's activities and, in general, any serious breach of the rules of conduct.

4.3.11 Failure to comply with a corrective measure imposed for the commission of a serious offence, as well as failure to comply with measures aimed at repairing the damage or assuming its cost, or to carry out the substitute tasks imposed.

4.3.12 Plagiarizing all or part of the TFG and TFM.

4.3.13 Academic dishonesty, including, but not limited to:

- a. Communicating verbally or through signs with other students during exams without the authorisation of the teacher, or the teaching collaborator, or the school staff in charge of supervising them.
- b. Obtaining or providing fraudulent assistance from third parties during the conduct of examinations through means such as mobile telephony, or others of similar effectiveness.
- c. Using strictly personal criteria in peer assessment systems, acting dishonestly and to the detriment or benefit of the rest of the student body; as well as colluding with other students to carry out the aforementioned conduct.

- d. To present a work as one's own when it has been carried out, in whole or in part, by one or more people than the same student, either free of charge or in exchange for remuneration, and with the knowledge or ignorance of the person or persons who hold the authorship.

4.3.14 Using the School's technical means to copy documents protected by copyright without having obtained the corresponding authorization.

4.3.15 Distributing, by any means, documents protected by copyright without having obtained the corresponding authorization.

4.3.16 Consuming in public or trafficking in substances declared as narcotic or psychotropic substances by the competent authorities at the EAE University Centre's facilities.

4.3.17 Seriously failing to comply with safety regulations, especially in activities that involve risk to people.

4.3.18 Use the computer resources of the EAE University Centre to carry out actions considered illegal by the legislation in force in Spain.

4.3.19 Violating state, regional or local regulations when such violation affects the normal development of academic or extracurricular activities.

4.3.20 Transmitting or recording the image or sound of the classes by any means and without having obtained explicit permission from the teacher or teaching collaborator and without following the procedures established by the applicable regulations on the protection of personal data, which may even mean obtaining express authorisation from all those present.

4.3.21 The repetition in the same semester of two or more serious offenses.

4.4 Serious infringements

The following are classified as serious offences:

4.4.1 Repeated lack of punctuality or attendance at class that is not duly justified.

4.4.2 Conduct that prevents or hinders other classmates from exercising the right or fulfilling the duty of studying.

4.4.3 Acts of impropriety or disregard for classmates or other members of the university community.

4.4.4 Acts of indiscipline and those that disturb the normal development of the school's activities.

4.4.5 Damage caused to the facilities or material of the centre.

4.4.6 The removal, damage or concealment of the goods or belongings of the members of the educational community.

4.4.7 Incitement to commit a serious offence contrary to the rules of coexistence.

4.4.8 Acts or behaviours that tend to falsify the results of an activity, work, exam or that prevent the correct assessment of learning by teachers.

4.4.9 Remain under the influence of alcohol or other substances declared as narcotic or psychotropic substances by the competent authorities in the School's facilities.

4.4.10 The repetition in the same semester of two or more minor offenses.

4.4.11 The dissemination by any means of images or information of an academic or personal nature, which undermine the personal image of members of the educational community or affect their rights.

- 4.4.12 Failure to comply with a corrective measure imposed for the commission of a minor offence, as well as failure to comply with measures aimed at repairing the damage or assuming its cost, or to carry out the substitute tasks imposed.
- 4.4.13 Copying or plagiarism in individual or group work and activities.
- 4.4.14 Reproducing information from a source without properly citing it in assessment tests.
- 4.4.15 Disseminating without authorisation the teaching material provided by the teaching staff in the exercise of their activity when they hold intellectual property rights over them.
- 4.4.16 Using the trademarks, trade names and distinctive signs owned by the School for non-academic and non-profit purposes without having obtained the corresponding prior authorisation.
- 4.4.17 Intentionally causing slight material damage to the school's furniture or facilities, or stealing material items owned by the school whose value does not exceed 300 euros.
- 4.4.18 Using written materials not authorised by the teaching staff or the staff in charge of supervision during the performance of exams.
- 4.4.19 Using devices capable of storing information without the authorisation of the teaching staff or the staff in charge of surveillance during the performance of exams.

4.5 Minor infractions

Minor infractions are other conducts not included in the previous sections that are likely to cause a slight disturbance of academic order or discipline, and in particular:

- 4.5.1 Disrespecting other students, teachers, teaching collaborators, governing or management bodies, and other staff of the School.
- 4.5.2 Leaving the classroom without the consent of the teaching staff before the session has ended.
- 4.5.3 Access the classroom once the session has started without there being a justified cause for the delay and previously authorised by the teaching staff.
- 4.5.4 Disobedience to the instructions given by the governing or management bodies of the School, by the teaching staff or by the technical staff of management, administration and services in the exercise of their functions.
- 4.5.5 Using electronic devices in class without the authorisation of the teachers. The use of electronic devices in class can be authorized by them in general, and for the entire course, on the first day of teaching the subject. In no case will the use of devices that may disturb, due to the emission of sounds, the normal development of the sessions be authorized.
- 4.5.6 Do not collect food scraps or other containers, in the event that any type of food has been eaten in class.
- 4.5.7 Talk to the rest of the classmates during the sessions, altering everyone's climate of attention and concentration.
- 4.5.8 Accessing unauthorized facilities or spaces without permission to access.
- 4.5.9 Use the available services for non-established uses.
- 4.5.10 The deterioration of assets of the centre's heritage.

4.6 Competent bodies

4.6.1 In accordance with the provisions of the Regulations on the organisation and operation of the EAE Barcelona University Centre, it is the responsibility of the Academic Committee to exercise disciplinary power over students, in the terms established in these regulations. Given the affiliation of the School to the University of Lleida, the Academic Committee will apply the disciplinary regime directly or will refer the matter to the competent body of said university, depending on the nature of the infraction and the objective and subjective areas determined by the current regulations of the same.

4.6.2 In accordance with the provisions of the Regulations on the organisation and operation of the EAE Barcelona University Centre, the Academic Committee may delegate disciplinary and mediation powers to a delegated committee of the same.

4.6.3 Be that as it may, the exercise of disciplinary and mediation powers by the Academic Committee, or the committee to which it delegates, will respect the principles derived from art. 25.1 of the Constitution.

4.7 General sanctioning procedure

4.7.1 In cases where the investigating person considers that the facts may constitute a minor offence, the processing may be carried out by means of an abbreviated or simplified procedure, with reduced deadlines, which must have the following procedures:

- a. Initiation of the procedure.
- b. Allegations made at the beginning of the procedure during the period of five days.
- c. Hearing procedure, only when the resolution is unfavourable to the interested person.
- d. Resolution.

4.8 Sanctioning procedure for serious and very serious infringements

4.8.1 At the request of the governing or management bodies, the teaching staff, the technical management, administration and services staff, the students, or any other person who has knowledge of the serious or very serious sanctionable event, the academic coordination of the programme in which the affected student is enrolled will be the single-person body responsible for initiating the sanctioning procedure. The coordination will collect all the relevant evidence on the possible commission of the infraction, which will include the hearing of the alleged offender, and will initiate a file that will be submitted to the Academic Committee.

4.8.2 In the event that the regulations of the University of Lleida determine the applicability of its own sanctioning procedure to its affiliated centres, the Academic Committee will attach its proposal for resolution to the academic coordinator's file and will submit both documents to the competent body in matters of academic discipline of the university, which will determine the final sanction to be imposed.

4.8.3 Otherwise, the Academic Committee of the School will determine the sanction to be imposed.

4.8.4 In the event that the sanction consists of temporary expulsion from the School, such expulsion may not entail the deprivation of the taking of exams or other evaluation tests.

4.9 Sanctioning procedure for minor infringements

4.9.1 In the case of minor infractions, it will be the teaching staff who will directly apply the sanction, as long as it does not consist of temporary expulsion from the School.

4.9.2 In any case, the teaching staff will inform the Academic Committee of the light sanction, which will determine the graduation of the infraction and, if appropriate, will adopt the measure of temporary expulsion.

4.9.3 In the event that the sanction consists of temporary expulsion from the School, such expulsion may not entail the deprivation of the taking of exams or other evaluation tests.

4.10 Penalties for very serious infringements

4.10.1 In the event that the regulations of the University of Lleida determine the applicability of its own sanctioning procedure to its affiliated centres, the sanction will be determined by the competent body in matters of academic discipline of the same, in accordance with the procedure stipulated in these regulations.

4.10.2 Otherwise, the applicable penalties will be as follows:

- a. Definitive expulsion with loss of enrolment rights, and of scholarships and aid from the School.
- b. Permanent expulsion with loss of enrolment rights.
- c. Definitive expulsion without loss of registration fees.
- d. Temporary expulsion for a period of more than thirty days and less than the current academic year.

4.10.3 In the case of very serious offences against academic honesty, the sanction will also entail the failure of the test or examination in which the fault occurred. If the fault has taken place in a final or re-evaluation test or exam, the sanction will consist of failure of the subject.

4.11 Penalties for serious infringements

4.11.1 In the event that the regulations of the University of Lleida determine the applicability of its own sanctioning procedure to its affiliated centres, the sanction will be determined by the competent body in matters of academic discipline of the same, in accordance with the procedure stipulated in these regulations.

4.11.2 Otherwise, the applicable penalties will be as follows:

- a. In serious infractions against academic honesty, the sanction will consist of failure of the test or exam in which the fault occurred. If the fault has taken place in a final or re-evaluation test or exam, the sanction will consist of failure of the subject.
- b. In other serious offences, the sanction shall consist of temporary expulsion from the School for a period of more than seven days and less than thirty days.

4.12 Penalties for minor infringements

The penalties for minor infringements will consist of:

- 4.12.1 Public or private warning.
- 4.12.2 Public or private verbal reprimand.
- 4.12.3 Expulsion from class.
- 4.12.4 Temporary expulsion from school for a period not exceeding seven days.

4.13 Corrective and alternative measures to the sanction

4.13.1 The school will apply corrective measures proportional to the nature and seriousness of the offenses. These measures are intended to raise awareness and sensitize students in the understanding and adoption of the framework of coexistence and its compliance. They must always conform to the following principles:

- a. That the rights of the person or persons affected are fully guaranteed.
- b. That there is a manifest agreement on the part of the person or persons affected by the infringement and on the part of the infringing person.
- c. That the alternative measure to the sanction is aimed at the maximum possible reparation of the damage caused, and that its effective compliance is guaranteed.
- d. That the offender or persons acknowledge their responsibility in the commission of the offence, as well as the consequences of their conduct for the person or persons affected and for the university community.
- e. That, where appropriate, the person or persons responsible show willingness to restore the relationship with the person or persons affected by the infringement. This restoration would be provided that the affected person or persons expressly gave their consent.

4.13.2 The measures may be:

- a. Carrying out tasks in the centre outside school hours, which may contribute to the better development of the centre's activities or, if appropriate, aimed at repairing the damage caused.
- b. Change of student group.
- c. Expulsion from certain classes for a period proportional to the nature and seriousness of the offense.
- d. Expulsion from the centre for a period proportional to the nature and seriousness of the offence.
- e. Definitive expulsion from the centre.
- f. Participation or collaboration in training, cultural, public health, sports, university extension and institutional relations activities, or other similar activities.

4.13.3 Under no circumstances may the substitute measures consist of the performance of functions or tasks assigned to the staff of the EAE University Centre in the list of jobs.

4.13.4 The duration of the alternative measures must be set in accordance with the principle of proportionality, which in no case may exceed one academic semester.

4.13.5 The alternative measure to the sanction proposed must be aimed at the maximum possible reparation of the damage caused. The sanctioning resolution will have to include mechanisms that guarantee its effective compliance.

5 Other regulations and policies of the EAE Barcelona University Centre

5.1 Policies against discrimination, sexual harassment and sexually offensive conduct

5.1.1 In accordance with the legislation in force in Spain, the EAE University Centre maintains a strict policy that ensures that interactions between students, lecturers, teaching collaborators and employees are free of any form of discrimination and sexual harassment, or sexually offensive behaviour.

5.1.2 With regard to the former, art. 46.2 of Organic Law 6/2001, of 21 December, on Universities, advocates equal opportunities and non-discrimination on grounds of sex, race, religion or disability or any other personal or social condition or circumstance in access to university, admission to centres, permanence in university and exercise of academic rights.

5.1.3 The regulations and policies of the EAE Barcelona University Centre adapt the above provisions and prohibit certain behaviours that may constitute discrimination on grounds of sex, race, religion or disability, as well as on the basis of any other personal or social condition or circumstance.

5.1.4 Specifically, the following are considered to be discriminatory conduct:

- a. The underestimation, by a member of the teaching community, of the merits of a student on the basis of their sex, race, religion or disability, as well as any other personal or social condition or circumstance.
- b. The refusal by a member of the teaching community to tutor a student for reasons of sex, race, religion or disability, as well as any other personal or social condition or circumstance.
- c. Tolerance, by a member of the teaching community, of the formation of working groups in which the members of the same do not allow the integration of a student on the basis of birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socioeconomic, language or linguistic condition, or political and trade union affinity, or by reason of appearance, overweight or obesity, or by any other personal or social condition or circumstance.
- d. Those adopted by a group of students to hinder or prevent the integration of another student into that group on the basis of birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socio-economic, language or linguistic status, or political and trade union affinity, or on grounds of appearance, overweight or obese, or due to any other personal or social condition or circumstance.
- e. Insults, jokes or mockery on grounds of birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socio-economic, language or linguistic condition, or political or trade union

affinity, or on account of appearance, overweight or obesity, or on any other personal or social condition or circumstance.

5.1.5 With regard to harassment, the School formally declares its rejection of all types of sexual harassment, whatever its forms or manifestations, understanding harassment as verbal or physical conduct of an unwanted sexual nature that violates the dignity of people, creating an intimidating, hostile, degrading, offensive or annoying environment. In addition, the School considers harassment by members of the teaching community of students and vice versa, or between members of the teaching community or between students, whether of a sexual nature, or on the basis of sex or sexual orientation, as illegal and untolerated behaviour. Therefore, it undertakes to inform the competent authorities, as well as to sanction academically when appropriate, any conduct that may constitute harassment in the ways mentioned above. In this regard, Article 81 of the Regulations on the Organisation and Operation of the EAE Barcelona University Centre empowers the Advisory Committee on Equality and Standardisation to promote the establishment of policies for the prevention and response to possible situations of gender-based violence, and in particular to situations of sexual harassment, in all the School's groups.

5.1.6 Finally, the School considers the following to be sexually offensive behaviours:

- f. Unwanted sexual approaches between members of the teaching community or the administration and services staff and students, and vice versa; or between students, or between members of the teaching community or the administration and services staff.
- g. Requests for sexual favours between members of the teaching community or the administration and services staff and students, and vice versa; or between students, or between members of the teaching community or the administration and services staff.
- h. Any suggestion, whether overt or subtle, by a member of the teaching community or administration and services staff, that the achievement of academic achievement is contingent on the granting of sexual favours by a student.
- i. Unwanted physical contact between members of the teaching community or administrative and service staff and students, and vice versa; or between students, or between members of the teaching community or the administration and services staff.
- j. Any offensive conduct, verbal or written, including sexually explicit jokes, comments or innuendos, between members of the teaching community or the administration and services staff and students, and vice versa; or between students, or between members of the teaching community or the administration and services staff.
- k. The use, by a member of the teaching community, of images, posters, illustrations or objects that may be considered by certain students as sexually offensive, but that are included in a training activity, must be previously and suitably warned by the latter.

5.2 Prevention and elimination of any form of violence and situations of discrimination or harassment of any nature

5.2.1 It is the responsibility of all the groups that make up the university community to prevent conflicts and create an environment of respect, understanding and preservation of equality and equity. This duty also extends to any other person who participates in the activity of the institution.

5.2.2 The policies and actions of the EAE University Centre must be aimed at the prevention and elimination of all forms of violence, discrimination, sexual harassment or harassment in the workplace, based on birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, sexual orientation or identity, gender expression, disease or health condition, serological status or genetic predisposition to suffer pathologies and disorders. language, socioeconomic situation or any other personal or social condition or circumstance.

5.2.3 At the EAE University Centre, no form of violence, discrimination or harassment is tolerated, regardless of who the possible victim is or who may be allegedly responsible.

5.3 Principles of action in the event of complaints and denunciations of situations of violence, discrimination or harassment

5.3.1 Any of the actions initiated in situations of violence, discrimination or harassment for any reason, whether or not included in Title I, must comply with the following principles:

- a. Gender approach and from an intersectional perspective.
- b. Respect and protection of people.
- c. Confidentiality.
- d. Diligence and speed.
- e. Impartiality and contradiction.
- f. Prevention and prohibition of retaliation.

5.3.2 In the particular case of complaints and denunciations of discrimination on the grounds of disability regulated in Article 10, the principles and procedure established in the revised text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, approved by Royal Legislative Decree 1/2013, of 29 November, must be applied.

5.4 Prevention, detection and elimination of any form of discrimination on the grounds of disability or special educational needs in the university environment

The right to equal opportunities for people with disabilities or special educational needs is considered to have been violated when, for reasons or reasons of disability, there is direct or indirect discrimination against this group. This includes, but is not limited to, harassment, impediment to social inclusion or legal non-compliance with the General Law on the Rights of Persons with Disabilities.

5.5 Prohibition of conflict of interest

5.5.1 Conflicts of interest are present in everyday situations, both in public and private entities. A conflict of interest occurs on any occasion where an interest interferes or may interfere with the ability of a person, organization or institution to act in accordance with the interest of another party, provided that that person, organization or institution has an obligation (legal, conventional, fiduciary or ethical) to act in accordance with the interest of the other party.

5.5.2 The EAE Barcelona University Centre will avoid the existence of conflicts of interest in the interaction of members of the teaching community with students during their academic career at the School.

5.5.3 Some examples of conflict of interest include:

- a. The promotion, by a member of the teaching community, of products or services to their students, when the former has a commercial interest in said promotion. The inclusion of bibliographic works by a member of the teaching community in the teaching plan of their own subject should not indicate, insinuate or imply that their acquisition is mandatory for students.
- b. The search, by a member of the teaching community, for employment opportunities for a student without the intervention of the Department of Professional Careers.
- c. The acceptance, by a member of the teaching community, of a gift from the students, when it has a market value of more than 50 euros; which includes the acceptance, by members of the Bachelor's or Master's Degree Final Project Tribunals, of gifts of an amount greater than that expressed.

5.5.4 Technical, management, administration and services staff must also adhere to the above, following ethical conduct and avoiding situations that may represent a conflict of interest with students.

5.6 Copyright protection and plagiarism

5.6.1 Article 27.2 of the Universal Declaration of Human Rights provides that everyone has the right to the protection of the moral and material interests to which he or she is entitled by reason of the scientific, literary or artistic productions of which he or she is the author.

5.6.2 Thus, the moral and economic rights of the authors of literary, musical, artistic, scientific or academic creations, whether or not they are published, are protected through various national and international regulations. In the case of Spain, Royal Legislative Decree 1/1996 of 12 April 1996 approved the revised text of the Intellectual Property Law, regularising, clarifying and harmonising the legal provisions in force to date on the subject.

5.6.3 In this regard, special attention must be paid to ensuring that the dissemination of copyright-protected materials, especially to students and through the virtual campus, is preceded by the corresponding authorisation from the owner of the rights to them. The EAE Barcelona University Centre is not responsible for non-compliance with this rule by users, whether they are members of the teaching community or students.

5.6.4 The materials that can be reproduced without the requirement of prior authorization are:

- a. Legal and regulatory provisions.
- b. Judgments.
- c. Acts, agreements, deliberations and opinions of public bodies.
- d. Any material published under the ISBN of the EAE Barcelona University Centre.
- e. Any material to which the EAE Barcelona University Centre has rights.
- f. Any other work that is in the public domain.

5.6.5 On the other hand, the right of quotation is understood to be the incorporation of fragments of protected works into documents or materials, in the case that concerns us most, prepared by the members of the teaching community -excluding textbooks and university manuals- when these are used to accompany training activities.

5.6.6 Excerpts that can be reproduced on the basis of the right of quotation must meet the following requirements:

- a. They must be previously published works.

- b. The source and its author must be stated, whenever possible.
- c. It must be limited to the field of teaching.
- d. The incorporation of the fragment must necessarily entail an explanation or analysis of it.

5.6.7 In the case of materials prepared by the teacher himself, if they have been previously published, what has been agreed with the journal or publication medium will be followed.

5.6.8 As can be seen from the above, plagiarism is a fraudulent activity whose commission can lead to serious sanctions, both academic and legal. Academic honesty is one of the pillars on which the School's educational commitment is based, and the members of its teaching community are especially sensitive and prepared to detect this type of action. In view of the difficulty that plagiarism often entails, it has been considered appropriate to clearly delineate its content and scope in these regulations and policies.

5.6.9 Plagiarism is understood as the appropriation of other people's works or works by passing them off as one's own; that is, without explicitly accrediting its origin. Plagiarism can consist of the unauthorized total or partial copying of someone else's work, or the presentation of the copy as one's own original work, impersonating the true author. Some examples of plagiarism are:

- a. To deliver someone else's work as if it were one's own, regardless of whether the copy is total or partial.
- b. Paraphrasing a text by translating it with other words, but making small changes in the language to disguise and without citing sources.
- c. Buying or getting a job and presenting it as your own.
- d. Basing oneself on an idea or phrase from another to write a new work without citing the author of the work.

5.6.10 As established in the articles of these regulations, without prejudice to the academic sanctions resulting from its application, the Academic Committee will promote the corresponding legal actions in the event that plagiarism could contravene the applicable regulations on intellectual property

5.7 Use of Artificial Intelligence (AI)

5.7.1 The objective of academic activities is the development of competencies and skills and the acquisition of knowledge. Artificial Intelligence must be used responsibly, ensuring that the required work is not avoided or simulated.

5.7.2 Do not share personal or sensitive information using AI tools to prevent it from being public or due to security risks.

5.7.3 Respect the principles of confidentiality and privacy of student and teacher information in the use of AI.

5.7.4 If the use of AI for academic activities is allowed, follow the guidelines of the faculty.

5.7.5 Understand the biases in the responses generated by AI and, if possible, contrast the responses generated with other sources. Critically analyse the responses generated.

5.7.6 Cite information obtained through Artificial Intelligence. Otherwise, they will be considered copying/plagiarism.

5.8 Professional Image Standards

Student attire is expected to project professionalism and respect, in line with the usual practices of business institutions.

5.9 Punctuality and breaks in classes

5.9.1 The EAE Barcelona University Centre requires members of its teaching community and students to be as punctual as possible when attending classes. Sessions must begin at the exact time scheduled in the official schedule, and may not be extended beyond the provisions of the official schedule. Unjustified and recurrent tardiness on the part of members of the community will be immediately communicated by the Academic Coordination Area to the Academic Committee, so that it can adopt the appropriate measures.

5.9.2 As a sign of respect for their classmates and members of the teaching community, students will generally not be able to access the classroom once their doors have closed and the session has begun.

5.9.3 Teachers and teaching collaborators may establish the deadline for the arrival of their students on the first day of class of their subjects, as long as it does not exceed the official start time by 10 minutes.

5.9.4 Teachers are allowed to take a short ten-minute break in classes lasting more than two and a half hours.

5.10 Absences

5.10.1 Absences are divided into two categories: justified and unjustified. Justified absences are those that can be demonstrated with a supporting document. All other absences are unjustified absences.

5.10.2 The supporting documents must be delivered within a maximum period of 7 days to the teaching staff, and clearly include the student's personal data, as well as the date and time on which they have prevented them from attending class. They must be official receipts.

6 Use of physical spaces

6.1 Classrooms and computer equipment

The students of the EAE University Centre:

6.1.1 They must respect the computer installations, not damaging computer resources (PCs, projectors, digital whiteboards, mice, keyboards, wiring...), nor modifying the configuration of the machines, nor installing or uninstalling programs without the express authorization of the teaching staff or coordinator.

6.1.2 They must inform the teaching staff if any fault is detected in the electronic systems (computers, hard drives, projectors, speakers, etc.).

6.1.3 It is forbidden to remove any type of equipment from the classroom without permission (except for activities supervised by the teacher).

6.1.4 If it is possible to obtain the audio-visual material from the established request procedures, the students will be in charge of taking care of it during the outings of the center.

6.1.5 You must save your files in the spaces provided for this purpose on the computer indicated.

6.1.6 They will not be able to adjust the temperature of the classrooms, and only the teachers or staff of the center can do so.

6.1.7 Any improper use, theft or loss of equipment or furniture will entail the application of the Rules of Organization and Operation of the Center and these regulations.

6.2 Practice spaces in the center

The students of the EAE University Centre:

- 6.2.1 It must respect the facilities intended for practice, not damaging or modifying its original configuration.
- 6.2.2 They must inform the teaching staff if any fault is detected in the materials and equipment available.
- 6.2.3 You are prohibited from removing any type of equipment from the classroom/study/laboratory without permission (except for activities supervised by the teacher).
- 6.2.4 Any improper use, theft or loss of equipment or furniture will entail the application of the Rules of Organization and Operation of the Center and these regulations.

6.3 Common spaces

- 6.3.1 Common areas are considered to be corridors, stairs, vending areas, corridors, courtyards and the Agora Room.
- 6.3.2 All offices, the teaching staff room or the secretary's offices will be spaces with restricted access for students. They will only be able to access when required by the coordination or services staff and during student service hours.
- 6.3.3 This restriction also affects the access of students to offices or work areas of staff outside the centre.
- 6.3.4 The cafeteria area is not considered a common area as it is managed by an external company and its use is reserved for customers who wish to consume in it.

6.4 Emergency exits

For safety reasons, emergency exits can only be used in case of emergency. In no case may students walk, access them or remain at the entrances without justified reason.

7 Specific aspects applicable to minors

7.1 Specific aspects applicable to minors

- 7.1.1 If a minor enrolled must leave the school during school hours for any foreseeable reason, they must present a written authorization, signed by their father or mother or legal guardian. This authorisation must state the reason, date and time of departure and must have the approval of the Academic Coordination of the centre.
- 7.1.2 Students who need to take medication during the hours of stay at the center must present the authorization of their father or mother or legal guardian.
- 7.1.3 The Centre will only act by administering a medication in situations foreseen in advance, authorised in writing and by medical prescription for which it is authorised (diabetics, asthmatics, etc.).
- 7.1.4 In the event that a student suffers a minor accident (wounds, blows, burns, etc.) or is slightly indisposed, a first cure will be made at the center and the family will be notified so that they can come and pick them up or authorize their return home.
- 7.1.5 If the student is seriously ill, they will be transferred by ambulance to the CAP and the family will be notified of this decision and their travel to the health center so that they can take charge and take responsibility for the necessary medical actions. Until the arrival of the family of said person, a person from the teaching staff or academic coordinator will exercise custody.

7.1.6 Underage students will remain in the centre and will not be able to go out on the street during their usual school hours, without prior authorisation from their father or mother or legal guardian.

7.1.7 Any absences of underage students will be communicated to their father, mother or legal guardian according to the means indicated by them.

7.1.8 According to the Data Protection Law, the father, mother or legal guardian of students of legal age who wish to access academic information must be authorised by means of an authorisation from the centre. This authorization must be delivered, signed by the student and the father, mother or legal guardian at the Secretary's Office.

8 Provisions

8.1 Gender Arrangement

Everything that refers to positions or persons in this regulation must be understood in neutral gender and is applicable to all people regardless of their gender identity.

8.2 Repealing provision

Any previous regulations that existed on the subject matter of this document are hereby repealed.

8.3 Final Disposition

These regulations will enter into force on the day following their approval by the Academic Committee of the EAE University Centre.