
Rules of Coexistence and Mediation of the Center

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1 General provisions

1.1 Object and scope of application.

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

1.1.2 The purpose of these regulations is to establish the foundations of coexistence within the EAE Barcelona University Centre, promoting the preferential use of alternative methods for resolving conflicts that may disrupt or impede the normal development of the essential functions of teaching, research and knowledge transfer.

1.1.3 The framework for coexistence, which determines the appropriateness of behaviors and regulates and promotes a positive work and social environment, is in accordance with the current legal framework.

1.1.4 This framework for coexistence applies to the student body.

1.2 Applicable legislation

1.2.1 The EAE University Centre adopts this regulation under the protection of article 3 and the third final provision of Law 3/2022, of February 24, on university coexistence and Royal Decree 1791/2010, of December 30, which approves the Statute of the University Student.

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 Statute of the University Student as the legislation that applies to it.

1.3 Equity and non-discrimination.

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

1.3.2 Universities will promote inclusive and accessible curricula. In particular, they will adopt affirmative action measures to ensure that students with disabilities can enjoy an inclusive, accessible, and adaptable university education on an equal footing with other students, making reasonable adjustments, both curricular and methodological, to teaching materials, teaching methods, and the assessment system.

1.3.3 Universities will promote access to university studies for people with intellectual disabilities and other disabilities by fostering 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 February 24, the EAE University Centre will ensure that this code promotes the following aspects:

- a. Respect for diversity and tolerance, equality, inclusion and the adoption of positive action measures in favor of vulnerable groups.
- b. Freedom of expression, the right of assembly and association, the right to demonstrate, freedom of teaching and academic freedom.
- c. The prevention and elimination of all violence and discrimination based on birth, racial or ethnic origin, sex, religion, belief or opinion, age,

disability, sexual orientation or identity, gender expression, illness or health condition, serological status or genetic predisposition to suffer from pathologies and disorders, language, socioeconomic status or any other personal or social condition or circumstance.

- d. Transparency in the development of academic activity.
- e. The use and conservation of the center'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 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 freedom of teaching and academic freedom in the exercise of their teaching activity, in accordance with the content established in the jurisprudence.

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

2 Measures of prevention, detection and answer against violence, discrimination and harassment

2.1 Preventive measures

2.1.1 It is the responsibility of all members of the university community to prevent conflicts and create an environment of respect, understanding, and the preservation of equality and equity. This duty also extends to any other person involved in the institution's activities.

2.1.2 It is the responsibility of the bodies, departments and areas that have the authority to exercise the provisions of article 5.1 to develop actions whose purpose is the promotion of the listed aspects.

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, the Equality Commission is responsible for approving and keeping updated the Protocol for the prevention, detection and action against possible situations of discrimination, violence or sexual

harassment.

2.3 Measures to support the victim in their recovery

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

2.4 Other types of responsibilities

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

3 Alternative means of resolving conflicts in coexistence

3.1 Mediation to resolve conflicts in coexistence

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 must adhere to 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 ensured that the parties involved in a conflict of coexistence are those who, freely and in an informed manner, give their consent for the start of the mechanism or the mediation procedure and, if appropriate, decide to end it at any time during its development.

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

3.2.4 Under the principle of equity, care must be taken to maintain a balance between the parties, so that all of them have the same opportunities to act in the development of the mediation.

3.2.5 In accordance with the principle of impartiality, the EAE University Center must guarantee that the mediator will not have any ties that could jeopardize this principle with either party.

3.2.6 In accordance with the principles of good faith and mutual respect, the parties must act collaboratively and 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 against persons involved in the conflict.

3.2.8 In accordance with the principle of flexibility, the development of the mediation should take into account 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 conflicts of coexistence, The EAE University Centre can promote the technical training of mediators and can develop action manuals.

3.2.10 The parties must be guaranteed transparency and access to the proceedings 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 attempt 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 damage to 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 their appointment.

3.4 Mediation mechanism

3.4.1 The Academic Committee initiates the mediation process, either on its own initiative or at the request of a member of the university community. It can only be implemented if all parties consent after receiving the necessary information about its content and implications. The Academic Committee is responsible for contacting the parties to determine whether or not they agree to participate in the mediation process.

3.4.2 The Academic Committee will propose a mediator. If neither party objects to the proposed mediator, that person will act as mediator. If there are objections or potential conflicts of interest, the Academic Committee will propose another person.

3.4.3 The appointed mediator must sign a confidentiality agreement regarding the identity of the parties and the purpose and outcome of the mediation.

3.4.4 The mediation process begins with an initial session, convened by the mediator, which must be attended by the mediator, the parties involved, and the designated member of the Academic Committee. During this session, the parties to the conflict and the mediator must be identified, the elements of the conflict must be determined, the parties' express consent to participate in the mediation process must be obtained, and the schedule of proceedings, including the format, location, and dates of the sessions, will be agreed upon.

3.4.5 The mediator must prepare minutes of all sessions, and the parties must sign them. Refusal by either party to sign the minutes, which must be recorded in the document, terminates the mediation process.

3.4.6 The mediation mechanism can end in the following ways:

- a. Reaching an agreement between the parties that resolves the conflict.
- b. Withdrawal by the parties (all or only some).
- c. Expiration of the term maximum.
- d. A reasoned report from the mediator stating the positions of the parties are irreconcilable.

3.4.7 The mediator must draw up the final record of the proceedings, which must express the full or partial agreement reached by the parties or the reason for the conclusion of the proceedings. The parties and the mediator must sign the final record, which, along with the minutes of any sessions held, must be submitted to the Academic Committee for inclusion in the file. A copy of the final record must be provided to any party upon request. If either party refuses to sign the final record, the mediator must note this in the document itself.

3.4.8 The maximum duration of the mediation process cannot exceed two months, starting from the date of the initial session. It may be extended exceptionally, by agreement of the parties, for an additional month.

3.4.9 If the mediation process is not completed, the sanctions established in this regulation may be imposed based on the offense committed.

3.5 Termination by mediation agreement

3.5.1 If an agreement is reached, it must be formalized in writing with the signatures of both parties and 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 its compliance may be subject.

3.5.3 The Academic Commission must provide evidence of the agreement through the minutes created within the Commission itself.

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 processing, for its full or partial purpose, and the agreed suspension can be lifted.

3.5.5 It is the responsibility of the Academic Commission to verify that the agreements reached in the 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 ensure the effectiveness of the agreements.

4 Academic code of conduct for students of the EAE Barcelona University Centre

4.1 Framework for conduct

4.1.1 This qualification applies to all students enrolled at the EAE University Centre, regardless of their academic level, the type of studies they are pursuing (official or private), whether they are in-person, their academic cycle, or their year. It also applies to exchange students.

4.1.2 In those cases where a mediation procedure is not initiated and the student is liable to be sanctioned, a sanctioning process will be initiated.

4.1.3 In those cases where a mediation procedure is initiated, does not end with an agreement between the parties and the student is liable to be sanctioned, a sanctioning process will be initiated.

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

4.1.5 These measures will primarily include awareness-raising, sensitization, and training initiatives to promote understanding and compliance with the code of conduct. In general, they will be established taking into account that corrective measures will be proportionate to the nature and severity of the offenses committed and will have as their main objective the cessation of such behavior, thereby improving coexistence within the school; they will also have the following aims:

- a. To preserve the physical and moral integrity of all members of the educational community.
- b. Maintaining the necessary work and coexistence climate so that the educational center and teaching activity fulfill their function.
- c. To preserve the right of teachers to teach and the right of students to learn under appropriate conditions.
- d. To promote awareness among students of the values of coexistence that should govern the relationships between all members of the educational community.

4.1.6 Behaviors that violate established rules of conduct, referred to as "offenses," are classified as minor, serious, and very serious. The corresponding corrective measures, and their mitigating or aggravating circumstances, are specified as indicated in this section.

4.2 Punishable conduct

4.2.1 All conduct carried out within the facilities, systems, and spaces of the EAE University Center, including those of a digital nature, will be considered sanctionable. This also includes conduct occurring during activities organized by the center or during external academic internships.

4.2.2 The Academic Committee may, with due justification, classify any other conduct as sanctionable, provided that it occurred under the same conditions as those established in point 1 of this article and is not specifically defined as sanctionable in this regulation. No more than one month may elapse between the commission of the conduct that may be classified as sanctionable and its classification as such.

4.2.3 Students who collaborate in carrying out acts or conduct that constitute a very serious or serious offense will also incur disciplinary responsibility.

4.3 Very serious offenses

The following are classified as very serious offenses:

4.3.1 Serious acts of indiscipline, disrespect, insults, threats, lack of respect or defiant attitudes, committed towards the rest of the student body, the teaching staff or other staff of the center.

4.3.2 Physical or moral harassment.

4.3.3 The use of intimidation or violence, aggression, serious offenses and acts that seriously violate the right to privacy, honor or self-image or health against colleagues or other members of the educational community.

4.3.4 Discrimination, harassment or humiliation of any member of the educational community, whether due to birth, racial or ethnic origin, sex, sexual orientation, gender identity, religion, belief or opinion, age, disability, nationality, illness, socioeconomic status, language, political and trade union affiliation, due to their appearance, or due to any other personal or social condition or circumstance.

4.3.5 The recording, publicity or dissemination, through any means or medium, of aggressions or humiliations committed or with content that is demeaning to members of the educational community.

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

4.3.7 Insults, serious verbal or physical offenses, or insubordination against the governing or management bodies of the EAE University Center, or against the faculty, 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 provisions of this nature issued by the governing or management bodies of the EAE University Center.

4.3.8 Impersonation in academic events and document forgery, which includes, but is not limited to:

- a. Impersonating other students when taking exams.
- b. Falsifying signatures on class attendance records.
- c. Falsifying, stealing or destroying academic or administrative documents, or use 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 and profit-making purposes without having obtained the corresponding prior authorization.
- e. Using another student's identification card in order to access benefits or services of the School or benefits or services provided by third parties through agreements or contracts with the School.
- f. Using the access credentials to the virtual campus of another student or a teacher in order to obtain information or other personal data.

4.3.9 Unauthorized or improper access to documents, files and servers of the center.

4.3.10 Serious disruption of the normal development of the center'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 offense, as well as failure to comply with measures aimed at repairing the damage or assuming its cost, or to carry out the imposed substitute tasks.

4.3.12 Plagiarizing totally or partially the undergraduate and master's theses.

4.3.13 Academic dishonesty, which includes, but is not limited to:

- a. Communicating verbally or through signs with other students during exams without the authorization of the teacher or the

collaborator or of the teaching collaborator, or of the school staff in charge of supervising them.

- b. Obtaining or providing fraudulent assistance from third parties during the performance of examinations through means such as mobile telephony, or others of similar effectiveness.
- c. Using strictly personal criteria in peer evaluation systems, acting dishonestly and to the detriment or benefit of the rest of the student body; as well as conspiring with other students to carry out the aforementioned conduct.
- d. Presenting a work as one's own when it has been carried out, in whole or in part, by one or more people other than the student, whether free of charge or in exchange for remuneration, and with or without the knowledge of the person or people who hold the authorship.

4.3.14 Using the School's technical resources to copy copyrighted documents 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 substances declared as narcotics or psychotropic substances by the competent authorities on the premises of the EAE University Center.

4.3.17 Serious breach of safety regulations, especially in activities that pose a risk to people.

4.3.18 Using the computer resources of the EAE University Centre to carry out actions considered illegal under current legislation 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 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 authorization from all those present.

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

4.4 Serious violations

The following are classified as serious offenses:

4.4.1 Repeated instances of unjustified lateness or absence from class.

4.4.2 Behaviors that prevent or hinder other classmates from exercising their right or fulfilling their duty to study.

4.4.3 Acts of impropriety or disrespect towards fellow students or other members of the university community.

4.4.4 Acts of indiscipline and those that disrupt the normal development of the center's activities.

4.4.5 Damage caused to the center's facilities or equipment.

4.4.6 The theft, damage or concealment of the property or belongings of members of the educational community.

4.4.7 Incitement to commit a serious offense against the rules of coexistence.

- 4.4.8 Acts or behaviors that tend to falsify the results of an activity, work, exam or that prevent the correct evaluation of learning by the teaching staff.
- 4.4.9 Remaining under the influence of alcohol or other substances declared as narcotics or psychotropic by the competent authorities on the premises of the School.
- 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 offense, as well as failure to comply with measures aimed at repairing the damage or assuming its cost, or to carry out the imposed substitute tasks.
- 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 authorization 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 authorization.
- 4.4.17 Intentionally causing minor material damage to school furniture or facilities, or stealing material items belonging to the school whose value does not exceed 300 euros.
- 4.4.18 Using written materials not authorized by the teaching staff or the staff in charge of supervision during the taking of exams.
- 4.4.19 Using devices capable of storing information without authorization from the teaching staff or the personnel in charge of supervision during the taking of exams.

4.5 Minor offenses

Minor offenses include other behaviors not covered in the previous sections that are likely to cause a minor disturbance of academic order or discipline, and in particular:

- 4.5.1 Disrespecting other students, teachers, teaching staff, governing or management bodies, and other School personnel.
- 4.5.2 Leaving the classroom without the teacher's consent before the session has ended.
- 4.5.3 Entering the classroom once the session has started without a justified reason for the delay and previously authorized by the teaching staff.
- 4.5.4 Disobedience to instructions given by the governing or management bodies of the School, by the teaching staff or by the technical management, administration and services staff in the exercise of their functions.

4.5.5 Using electronic devices in class without teacher authorization is prohibited. The use of electronic devices in class may be authorized by the teachers on a general basis, for the entire course, on the first day of instruction. Under no circumstances will the use of devices that may disrupt the normal flow of the sessions due to the emission of sound be authorized.

4.5.6 Do not collect food scraps or other containers if any food has been eaten in class.

4.5.7 Talking to other classmates during sessions, disrupting the atmosphere of attention and concentration for everyone.

4.5.8 Accessing unauthorized facilities or spaces without access permission.

4.5.9 Use the available services for purposes not established.

4.5.10 The deterioration of assets belonging to the center's heritage.

4.6 Competent bodies

4.6.1 As established in the Regulations for the Organization and Operation of the EAE Barcelona University Center, the Academic Committee is responsible for exercising disciplinary authority over students, in accordance with the terms established in these regulations. Given the School's affiliation with the University of Lleida, the Academic Committee will apply the disciplinary procedures directly or refer the matter to the competent body of that university, depending on the nature of the infraction and the objective and subjective scope determined by the university's current regulations.

4.6.2 According to the Regulations for the organization and operation of the EAE Barcelona University Centre, the Academic Commission may delegate disciplinary and mediation powers to a delegated commission of the same.

4.6.3 In any case, the exercise of disciplinary and mediation powers by the Academic Commission, or the commission to which it delegates, will respect the principles derived from Article 25.1 of the Constitution.

4.7 Disciplinary proceedingsgeneral

4.7.1 In cases where the investigating person considers that the facts may constitute a minor offense, the proceedings may be carried out through an abbreviated or simplified procedure, with reduced deadlines, which must include the following steps:

- a. Start of the procedure.
- b. Allegations made to initiation of the procedure within a period of five days.
- c. Hearing procedure, only when the resolution is unfavorable to the interested party.
- d. Resolution.

4.8 Sanctioning procedure for serious and very serious infringements

4.8.1 At the request of the governing or management bodies, faculty, technical, administrative, and service staff, students, or any other persons who have become aware of the serious or very serious sanctionable act, the academic coordinator of the program in which the affected student is enrolled will be the single-person body responsible for initiating the disciplinary proceedings. The coordinator will gather all relevant evidence regarding the alleged commission of the infraction, including hearing from the alleged offender, and will open 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 centers, the Academic Commission will attach its proposed resolution to the file of the academic coordinator 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 School's Academic Committee 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 taking exams or other assessment tests.

4.9 Sanctioning procedure for minor offenses

4.9.1 In minor offenses, the teaching staff will directly apply the sanction, provided that 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 minor sanction, which will determine the severity of the infraction and, if appropriate, 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 taking exams or other assessment tests.

4.10 Penalties for very serious offenses

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 centers, the sanction will be that determined by the competent body in matters of academic discipline of the latter, in accordance with the procedure stipulated in these regulations.

4.10.2 Otherwise, the applicable sanctions will be the following:

- a. Permanent expulsion with loss of tuition rights, and of scholarships and aid from the School.
- b. Permanent expulsion with loss of enrollment rights.
- c. Permanent expulsion without loss of enrollment rights.
- d. Temporary expulsion for a period exceeding thirty days but less than the current academic year.

4.10.3 In cases of very serious breaches of academic integrity, the sanction will also include failing the test or exam in which the offense occurred. If the offense took place in a final or re-evaluation test or exam, the sanction will consist of failing the course.

4.11 Penalties for serious offenses

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 centers, the sanction will be that determined by the competent body in matters of academic discipline of the latter, in accordance with the procedure stipulated in this regulation.

4.11.2 Otherwise, the applicable sanctions will be the following:

- a. In cases of serious breaches of academic honesty, the penalty will be a failing grade for the test or exam in which the breach occurred. If the breach took place during a final or re-evaluation test or exam, the penalty will be a failing grade for the entire course.
- b. In other serious offenses, the sanction will 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 offenses

The penalties for minor offenses 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 proportionate to the nature and severity of the offenses. These measures aim to raise awareness and sensitize students to the code of conduct and its implementation. They must always conform to the following principles:

- a. That the rights of the affected person or persons be fully guaranteed.
- b. That there is clear agreement on the part of the person or persons affected by the infringement and on the part of the offending person.
- c. That the alternative to the sanction be aimed at the maximum possible reparation of the damage caused, and that its effective compliance be guaranteed.
- d. That the offending person or persons acknowledge their responsibility in committing the offense, as well as the consequences of their conduct for the affected person or persons and for the university community.
- e. Where applicable, the responsible person or persons should demonstrate a willingness to restore the relationship with the person or persons affected by the infringement. This restoration would be facilitated provided the affected person or persons expressly consent.

4.13.2 The measures may include:

- a. Performing tasks at the center outside of school hours, which may contribute to the better development of the center's activities or, if appropriate, aimed at repairing the damage caused.
- b. Student group change.
- c. Expulsion from certain classes for a period proportional to the nature and severity of the offense.
- d. Expulsion from the center for a period proportional to the nature and severity of the offense.
- e. Permanent expulsion from the center.
- 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 job descriptions.

4.13.4 The duration of the substitute measures must be determined according to the principle of proportionality, which in no case may exceed one academic semester.

4.13.5 The proposed alternative to the sanction must be aimed at providing the maximum possible redress for the damage caused. The sanctioning resolution must include mechanisms to guarantee its effective implementation.

5 Other regulations and policies of the Center EAE University Barcelona

5.1 Policies against discrimination, sexual harassment and sexually offensive conduct

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

5.1.2 Regarding the first point, Article 46.2 of Organic Law 6/2001, of December 21, on Universities, promotes equal opportunities and non-discrimination on the grounds of sex, race, religion or disability or any other personal or social condition or circumstance in access to the university, admission to the centers, permanence in the 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 conduct that may constitute discrimination on the grounds of sex, race, religion or disability, as well as any other personal or social condition or circumstance.

5.1.4 Specifically, the following are considered discriminatory behaviors:

- a. The undervaluation, by a member of the teaching community, of the merits of a student based on their sex, race, religion or disability, as well as any other personal or social condition or circumstance.

- b. The refusal, on the part of a member of the teaching community, to tutor a student for reasons of sex, race, religion or disability, as well as for any other personal or social condition or circumstance.
- c. Tolerance, on the part of a member of the teaching community, of the formation of work groups in which the members of the same do not allow the integration of a student on account of birth, racial or ethnic origin, sex, religion, conviction or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socioeconomic, linguistic or language condition, or political and union affiliation, or on account of appearance, overweight or obesity, or 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 said group on account of birth, racial or ethnic origin, sex, religion, belief or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socioeconomic, linguistic or language condition, or political and trade union affiliation, or on account of appearance, overweight or obesity, or any other personal or social condition or circumstance.
- e. Insults, jokes or mockery based on birth, racial or ethnic origin, sex, religion, belief or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socioeconomic, linguistic or language status, or political and trade union affiliation, or based on appearance, overweight or obesity, or any other personal or social condition or circumstance.

5.1.5 Regarding harassment, the School formally declares its rejection of all forms of sexual harassment, regardless of their nature or manifestations, understanding harassment as unwanted verbal or physical conduct of a sexual nature that violates the dignity of individuals, creating an intimidating, hostile, degrading, offensive, or bothersome environment. Additionally, the School considers harassment of students by members of the teaching staff and vice versa, or between members of the teaching staff or between students, whether of a sexual nature, or based on sex or sexual orientation, as illegal and unacceptable behavior. Therefore, it undertakes to report to the competent authorities, as well as to impose academic sanctions when appropriate, any conduct that may constitute harassment in the aforementioned forms. In this regard, Article... Article 81 of the Regulations for the organization and operation of the EAE Barcelona University Centre empowers the Advisory Commission for Equality and Normalization to promote the establishment of policies for prevention and response to possible situations of gender violence, and especially to situations of sexual harassment, in all groups of the School.

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

- f. Unwanted sexual advances 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 administrative and service staff.
- g. Solicitations of sexual favors 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 administrative and service staff.

- h. Any suggestion, whether overt or subtle, by a member of the teaching community or administrative and service staff, indicating that the attainment of an academic achievement depends on the granting of sexual favors 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 administrative and service staff.
- j. Any offensive conduct, verbal or written, including jokes, comments or sexually explicit innuendo, 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 administrative and service 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 which are included within a training activity, must be previously and properly warned by that person.

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

5.2.1 It is the responsibility of all members of the university community to prevent conflicts and create an environment of respect, understanding, and the preservation of equality and equity. This duty also extends to any other person involved in the institution's activities.

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

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

5.3 Principles for action in response to complaints and reports of situations of violence, discrimination or harassment

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

- a. Gender focus 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 reprisals.

5.3.2 In the specific case of complaints and reports of discrimination on the grounds of disability regulated in article 10, the principles and procedure established in the consolidated text of the General Law on the rights of persons with disabilities and their social inclusion, approved by Royal Legislative Decree 1/2013, of November 29, must be applied.

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

The right to equal opportunities for people with disabilities or special educational needs is considered violated when, due to their disability, there is direct or indirect discrimination against this group. This includes, but is not limited to, harassment, impediment to social inclusion, or 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, in both public and private entities. A conflict of interest occurs whenever one interest interferes or may interfere with the ability of a person, organization, or institution to act in accordance with the interests of another party, provided that the person, organization, or institution has an obligation (legal, contractual, fiduciary, or ethical) to act in the other party's interests.

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

5.5.3 Some examples of conflicts of interest include:

- a. The promotion of products or services to students by a member of the teaching community when the former has a commercial interest in such promotion is prohibited. The inclusion of bibliographic works by a member of the teaching community in the syllabus of their own course must not indicate, imply, or suggest 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 Career Services Department.
- c. The acceptance, by a member of the teaching community, of a gift from students, when it has a market value of more than 50 euros; which includes the acceptance, by members of the final degree or master's thesis tribunals, of gifts of a higher amount than the stated amount.

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

5.6 Copyright protection and plagiarism

5.6.1 Article 27.2 of the Universal Declaration of Human Rights states that everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

5.6.2 Thus, the moral and economic rights of authors of literary, musical, artistic, scientific, or academic works, whether published or not, are protected through various national and international regulations. In the case of Spain, Royal Legislative Decree 1/1996, of April 12, approved the consolidated text of the Intellectual Property Law, regulating, clarifying, and harmonizing the legal provisions in force up to that time on the matter.

5.6.3 In this regard, special attention must be paid to ensuring that the dissemination of copyrighted materials, especially to students and through the virtual campus, is preceded by the corresponding authorization from the copyright holder. EAE Barcelona University Centre is not responsible for any failure by users, whether faculty or students, to comply with this rule.

5.6.4 The materials that may be reproduced without prior authorization are:

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

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

5.6.6 The fragments that can be reproduced based on 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 should be limited to the field of teaching.
- d. The inclusion of the fragment must necessarily involve an explanation or analysis of it.

5.6.7 In the case of materials prepared by the teacher himself, if these have been previously published, the terms agreed with the journal or publication medium will apply.

5.6.8 As is clear from the above, plagiarism is a fraudulent activity that can lead to serious academic and legal penalties. Academic integrity is one of the cornerstones of the School's educational commitment, and its faculty members are particularly aware of and prepared to detect such actions. Given the difficulty often involved in defining plagiarism, it has been deemed necessary to clearly delimit its content and scope in these regulations and policies.

5.6.9 Plagiarism is understood as the appropriation of someone else's work and passing it off as one's own; that is, without explicitly acknowledging its source. Plagiarism can consist of the unauthorized copying, in whole or in part, of someone else's work, or of presenting the copy as one's own original work, thus impersonating the true author. Some examples of plagiarism are:

- a. Submitting someone else's work as if it were your own, regardless of whether the copy is total or partial.
- b. To paraphrase a text by putting it into other words, but making small changes in the language to disguise it and without citing sources.
- c. Buy or get a job and present it as your own.
- d. To base a new work on an idea or phrase from another person without citing the original author.

5.6.10 As established in the articles of this regulation, without prejudice to the academic sanctions resulting from its application, the Academic Commission 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 skills and competencies and the acquisition of knowledge. Artificial intelligence must be used responsibly, ensuring that it does not circumvent or simulate the required work.

5.7.2 Do not share personal or sensitive information through AI tools to prevent it from becoming 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 is permitted for academic activities, follow the guidelines of the teaching staff.

5.7.5 Understand the biases in AI-generated responses and, if possible, compare these responses with other sources. Critically analyze the generated responses.

5.7.6 Please cite any information obtained through artificial intelligence. Failure to do so will result in it being considered plagiarism.

5.8 Professional image standards

Students' 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 EAE Business School Barcelona requires all members of its faculty and students to be strictly punctual in attending classes. Sessions must begin at the exact time scheduled in the official timetable and cannot extend beyond that time. Unjustified and repeated tardiness on the part of any member of the university community will be immediately reported by the Academic Coordination Office to the Academic Committee so that it may take appropriate action.

5.9.2 As a sign of respect towards their classmates and the members of the teaching community, students will generally not be allowed to enter the classroom once its doors have been closed and the session has begun.

5.9.3 Teachers and teaching assistants may set the arrival time limit for their students on the first day of class for their subjects, provided that it does not exceed the official start time by 10 minutes.

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

5.10 Absences

5.10.1 Absences are divided into two categories: excused and unexcused. Excused absences are those that can be documented with a valid excuse. All other absences are considered unexcused.

5.10.2 Excuses must be submitted to the teaching staff within 7 days and must clearly include the student's personal details, as well as the date and time of the absence. These must be official documents.

6 Use of physical spaces

6.1 Classrooms and computer equipment

The students of the EAE University Centre:

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

6.1.2 You must inform the teaching staff if any faults are detected in the electronic systems (computers, hard drives, projectors, speakers, etc.).

6.1.3 You are prohibited from taking any type of equipment out of the classroom without permission (except for activities supervised by the teacher).

6.1.4 If the audiovisual material can be taken out following the established request procedures, the students will be responsible for taking care of it during outings from the center.

6.1.5 You must save your files in the designated spaces on the computer indicated to you.

6.1.6 You will not be able to adjust the temperature of the classrooms; only the teachers or staff of the center will be able to do so.

6.1.7 Any misuse, theft or loss of equipment or furniture will result in 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 You must respect the facilities intended for practice, not damaging or modifying their original configuration.

6.2.2 You must inform the teaching staff if any faults are detected in the available materials and equipment.

6.2.3 You are prohibited from removing any type of equipment from the classroom/studio/laboratory without permission (except for activities supervised by the teacher).

6.2.4 Any misuse, theft or loss of equipment or furniture will result in the application of the Rules of Organization and Operation of the Center and these regulations.

6.3 Common areas

6.3.1 Common areas include hallways, stairs, vending areas, corridors, patios and the Agora Room.

6.3.2 All offices, the faculty lounge, and the administrative offices will be restricted to students. Access will only be permitted when required by coordination or service staff and during student service hours.

6.3.3 This restriction also affects student access to offices or work areas of staff not affiliated with the center.

6.3.4 The cafeteria area is not considered a common area because it is managed by an external company and its use is reserved for customers who wish to consume there.

6.4 Emergency exits

For safety reasons, emergency exits may only be used in case of emergency. Under no circumstances may students wander around, enter, or remain in the entrances without a justified reason.

7 Specific aspects applicable to minors

7.1 Specific aspects applicable to minors

7.1.1 If a student enrolled under the age of 18 needs to leave the school during school hours for any foreseeable reason, they must present written authorization, signed by their father, mother, or legal guardian. This authorization must state the reason, the date, and the time of departure and must be approved by the school's Academic Coordinator.

7.1.2 Students who need to take medication during school hours must present authorization from their father, mother or legal guardian.

7.1.3 The Center will only administer medication in situations planned in advance, authorized in writing and by medical prescription for which it is authorized (diabetics, asthmatics, etc.).

7.1.4 In the event that a student suffers a minor accident (wounds, bumps, burns, etc.) or experiences a minor indisposition, initial treatment will be provided at the center and the family will be notified to come and pick them up or authorize their return home.

7.1.5 If a student presents with a serious condition, they will be transported by ambulance to the Primary Care Center (CAP), and their family will be notified of this decision and their transfer to the health center so they can take responsibility for the necessary medical care. Until the family arrives, a member of the teaching staff or academic coordination team will be responsible for the student.

7.1.6 Students under the age of 18 will remain at the center and will not be allowed to go out on the street during their regular school hours without prior authorization from their father, mother or legal guardian.

7.1.7 Absences of students under the age of 18 will be reported to their father, mother or legal guardian according to the method indicated by them.

7.1.8 According to the Data Protection Act, the parent or legal guardian of an adult student who wishes to access their academic information must be authorized by the school. This authorization must be submitted, signed by both the student and their parent or legal guardian, to the school office.

8 Dress code

8.1 Personal presence at school

8.1.1 At EAE Business School, we understand that the educational experience extends beyond the classroom and prepares our students to thrive in diverse professional environments. Therefore, appropriate, neat, and professional attire is expected during classes and academic activities.

8.1.2 Casual attire is permitted and Smart casual attire is acceptable, provided it is appropriate for the context. Beachwear, swimsuits, flip-flops or specifically beach footwear, tracksuits, and exclusively sportswear are not considered appropriate for attending class, unless the academic activity itself requires it.

8.1.3 For certain activities—such as professional presentations, company visits, institutional events, or meetings with organizations—a business casual or formal dress code is established.

8.1.4 The aim of this rule is not to impose a personal style, but to guarantee an academic and professional environment consistent with the values of respect, coexistence and preparation for the business world that we promote at EAE.

8.2 Clothing not appropriate for attending class

- Tracksuits or sportswear, except when academic activity requires it.
- Flip-flops or specifically beach footwear.
- Beachwear or excessively casual clothing: tops, swimsuits, bikinis, sarongs.
- Clothing that is excessively damaged, torn, or inappropriate for an academic environment.
- Any clothing that may be offensive, discriminatory, or incompatible with an environment of respect and coexistence.

9 Provisions

9.1 Gender disposition

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

9.2 Repealing provision

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

9.3 Final disposition

This regulation will come into force the day after its approval by the Academic Commission of the EAE University Centre.