



**COEXISTENCE PLAN AND  
DISCIPLINARY REGULATIONS  
FOR STUDENTS** at the  
Universidad Internacional de la  
Empresa

## Content

Preamble .....	3
Title I. General provisions on coexistence .....	4
Article 1. Scope of application.....	4
Article 2. Coexistence Committee .....	4
Article 3. Measures to prevent, detect and resolve conflicts .....	4
Title II. On the disciplinary regime for students.....	5
Article 4: Types of offence.....	5
Article 5. Very serious offences.....	5
Article 6. Serious offences.....	6
Article 7. Minor offences.....	7
Article 8. Types of sanctions.....	7
Article 9: On very serious offences.....	8
Article 10: On serious offences .....	8
Article 11: Minor offences.....	9
Title III. Student disciplinary procedure .....	9
Article 12: Disciplinary Committee.....	9
Article 13. Initiation of the disciplinary procedure .....	9
Article 14. Investigation of the procedure .....	10
Article 15. Communication of the resolution and filing of pleadings .....	10
Article 16. Definitive sanction .....	10
Article 17. Effects of the Resolution.....	10
First additional provision.....	10
Second additional provision.....	10
Final provision .....	10

## **Preamble**

In order to foster understanding, peaceful coexistence and full respect for democratic values, fundamental rights and public freedoms in the academic environment, the Universidad Internacional de la Empresa, hereinafter the Centre, approves its own Rules on Coexistence, which will be mandatory for all members of the university community, regarding both their individual and collective actions.

This Coexistence Plan, the Student Disciplinary Regulation and the Staff Code of Conduct refer to Law 3/2022, of 24 February, on university coexistence and the University Student Statute, approved by Royal Decree 1791/2010.

This Regulation promotes:

a) Respect for diversity and tolerance, equality, inclusion and the adoption of positive action measures in favour of vulnerable groups;

b) freedom of expression, the right of assembly and association, freedom to teach and academic freedom;

c) the elimination of all forms of sexual violence, discrimination, or harassment, on the basis of sex, sexual orientation, gender identity or expression, sexual characteristics, national origin, ethnicity, disability, age, health status, social class, religion or belief, language, or any other personal or social condition or circumstance;

d) transparency in the conduct of academic activities;

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 Centre in accordance with established protocols.

In accordance with the aforementioned regulations, the Coexistence Plan and the Student Disciplinary Regulation were approved by the rector's resolution of 22 June 2022.

## **Title I. General provisions on coexistence**

### **Article 1. Scope of application**

This regulation aims to lay down the rules in relation to coexistence for all members of the academic community, the disciplinary regime applicable to the Centre's students enrolled in any of its courses and the staff code of conduct.

### **Article 2. Coexistence Committee**

The interpretation of these rules on coexistence is the responsibility of the Coexistence Committee.

The Coexistence Committee is made up of a representative from the student body, a representative from the teaching and research staff and a representative from the administrative and services staff.

This Committee will be appointed by the Academic Governing Council and will have a renewable two-year term.

The members of the Coexistence Committee may be removed from their position at their own request, at the end of their term of office or by agreement of the Board.

The powers of the Committee include the following:

- a) Promoting that the actions in the Centre foster coexistence, respect, tolerance, effective exercise of rights and compliance with duties, as well as equality between men and women.
- b) Proposing measures to the Centre's management deemed appropriate to improve coexistence.
- c) Encouraging awareness and adherence to the rules on coexistence among the members of the academic community.
- d) Preparing action manuals and protocols with corresponding measures for resolving coexistence conflicts, including mediation as an alternative means of resolution by trained professionals.
- e) Conducting an annual evaluation of the coexistence situation within the Centre, the outcomes of the application of the disciplinary regulation among students, and the code of conduct for teaching and research staff.

The Committee shall base its actions on respect and protection of individuals, confidentiality regarding the content of cases addressed, resolved, or under investigation, diligence and promptness in conflict resolution, and impartiality.

### **Article 3. Measures to prevent, detect and resolve conflicts**

Intervention in conflicts at the Centre will have a fundamentally educational and remedial nature, giving priority to measures, such as mediation, that encourage dialogue and agreements, and avoid focusing attention on any disciplinary measures that may be applied.

The measures to be implemented in the Centre to prevent and detect conflicts include the following:

- a) Conducting orientation activities for students, faculty and administrative staff to familiarise them with the rules, as well as their rights and duties.
- b) Planning awareness-raising sessions on issues such as harassment, equality, discrimination, academic freedom, tolerance... and others that may be of interest for conflict prevention.
- c) Promoting training for the entire academic community through workshops on social skills and emotional education.
- d) Developing intercultural and volunteer projects for the entire academic community at the Centre.
- e) Establishing a channel to address complaints or reports of violence, discrimination or harassment that may have occurred within the Centre.

Measures to be implemented at the Centre to resolve conflicts include the following:

- a) Defining action protocols for the most common conflict cases that may arise at the Centre.
- b) Establishing the general procedure for referring a conflict case to mediation, detailing which cases are eligible for referral, who the involved agents are, what types of agreements can be reached, and the process to follow for resolution and subsequent follow-up.

## **Title II. On the disciplinary regime for students**

### **Article 4: Types of offence**

In accordance with the provisions of Article 10 of the Law on University Coexistence and the internal regulations of the Centro Internacional de la Empresa, disciplinary offences are considered to be classified as very serious, serious and minor.

### **Article 5. Very serious offences**

The following are considered very serious offences:

- a) Engaging in hazing or any other behaviour or actions that are physically or psychologically abusive, causing severe harm to a person's dignity.
- b) Harassing or committing serious violence against any member of the educational community.
- c) Engaging in sexual harassment or harassment on the basis of sex.
- d) Discriminating based on sex, sexual orientation, gender identity, national origin, ethnicity, age, social class, disability, health status, religion or beliefs, or any other personal or social characteristic.
- e) Altering, falsifying, stealing, or destroying academic documents, or using false documents in dealings with the Centre, the external internship provider, or any similar entity.
- f) Destroying, irreparably damaging, or stealing catalogued works from the Centre's assets.
- g) Plagiarising, wholly or in part, a work, or committing academic fraud in the preparation of

a Bachelor's Thesis, Master's Thesis, or Doctoral Dissertation. Academic fraud is understood as any premeditated action intended to falsify the results of an exam or assignment, whether one's own or another's, submitted to pass a course or demonstrate academic performance.

- h) Failure to comply with the public health standards established for educational institutions, their facilities and services, thereby endangering the community.
- i) Impersonating a member of the educational community in their work or consenting to be impersonated in relation to academic activities.
- j) Obstructing the electoral processes of the Centre or a partner institution.
- k) Failing to return borrowed laboratory materials or returning them severely damaged due to misuse, rendering the equipment or tool unusable.
- l) Having been convicted by a final judgement for the commission of an intentional crime that affects a different legally-protected right, committed in the centres, their facilities and services, or related to academic activity.

#### **Article 6. Serious offences**

Serious offences are:

- a) Illegally obtaining the content of tests, exams, or knowledge assessment materials.
- b) Causing significant damage to catalogued property from the Centre's assets.
- c) Obstructing the holding of academic, teaching, research, or knowledge transfer activities.
- d) Illegally using or distributing content or reproduction and recording devices of academic activities subject to intellectual property rights.
- e) Failure to comply with the health and safety standards established by educational centres and their facilities and services.
- f) Accessing the centre's or partner centres' computer systems without proper authorisation.
- g) Insulting, severely offending, or showing insubordination toward the governing or management bodies of the Centre, the teaching staff, administrative and services staff, or other students.
- h) Publicly consuming or trafficking substances classified as narcotic or psychotropic by competent authorities within the Centre's facilities.
- i) Seriously violating safety regulations, especially in activities that pose a risk to individuals.
- j) Returning borrowed laboratory materials in poor condition due to negligence, misuse, breakage, or loss of small components, whether intentional or not, causing temporary unavailability of the equipment.
- k) Lack of academic honesty, which includes:
  - Communicating verbally or through signs with other students during assessment tests without the authorisation of the lecturer, the teaching assistant or the staff of the

Centre in charge of supervising them.

- Fraudulently obtaining or providing assistance from third parties during assessment tests by means such as mobile telephony, or other means of similar effectiveness.
  - Using strictly personal criteria in peer review systems, acting dishonestly and to the detriment or benefit of other students; or colluding with other students to carry out such conduct.
  - Submitting a paper as one's own when it has been partially or fully written by one or more people other than the student, whether for free or for payment, with or without the real authors' knowledge.
- l) The repetition of three minor offences during the same assessment period.

### **Article 7. Minor offences**

Minor offences are:

- a) Accessing the facilities of the Centre or partner centres without authorisation.
- b) Using the services of the Centre or partner centres without complying with the generally known requirements.
- c) Carrying out acts that damage the assets of the Centre or partner centres.
- d) Being under the influence of alcohol or other substances classified as narcotic or psychotropic by the competent authorities in the facilities of the Centre or partner centres.
- e) Copying information from a source without proper citation in exams or other assessments.
- f) Distributing teaching materials provided by lecturers or teaching assistants without authorisation, when such materials are subject to intellectual property rights.
- g) Broadcasting or recording the image or sound of classes by any means without the explicit permission of the lecturer or teaching assistant, and without following the procedures established by applicable data protection regulations.
- h) Using the trademarks, trade names and distinctive signs owned by the Centre for non-academic and non-profit purposes without having obtained the corresponding prior authorisation.
- i) Using written materials not authorised by the lecturer, teaching assistant or staff of the Centre in charge of invigilation during assessment tests.
- j) The repetition of three minor offences in the same assessment period.
- k) Any other conduct not covered in the previous sections that causes a minor disruption to academic coexistence it is considered a minor offence.
- l) Delays in returning borrowed laboratory materials.

### **Article 8. Types of sanctions**

The sanctions of this regulation are classified as very serious, serious and minor. The severity of the

offence committed will determine the applicable sanctions.

**Article 9: On very serious offences**

The sanctions that may be applied by the Committee for very serious offences are as follows:

- a) Expulsion for a period ranging from two months to three years from the Centre or partner centre where the offence was committed. The expulsion sanction must be noted in the student's academic record until it is fully served.
- b) Loss of partial enrolment rights, during an academic year or semester.

**Article 10: On serious offences**

The sanctions that may be applied by the Committee for serious offences are as follows:

- c) Expulsion for a period up to one month from the Centre or partner centre where the offence was committed. This sanction cannot be applied during the evaluation and enrolment periods as defined.
- d) Loss of the right to the ordinary assessment in the academic semester in which the offence was committed and for the course in which it was committed.
- e) The loss of enrolment rights may not affect the rights relating to public grants under the terms provided for in their implementing regulations, but may affect those of the Centre or partner centre.
- f) For cases of serious offences against academic honesty, the sanction will also result in failure of the exam or assessment in which the offence occurred. If the offence occurred during a final exam or re-assessment, the sanction will be failure of the course.

In cases of serious offences, the sanctioning body may propose an alternative educational or restorative measure, which may include participation and collaboration in educational, cultural, public health, sports, university outreach or institutional relations activities, or similar activities. Under no circumstances may these measures consist of tasks or duties assigned to the Centre's or partner centre's staff as part of their job roles.

The Disciplinary committee shall determine the specifics and duration of these measures, ensuring full protection of the rights of the affected persons, and in accordance with the following principles:

- a) There must be clear consent from the affected person or persons and the offending person.
- b) The alternative measure must aim for the maximum possible restitution of the damage caused and ensure its effective fulfilment.
- c) The offender or offenders must 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.
- d) Where appropriate, the person or persons responsible must be willing to restore the relationship with the person or persons affected by the offence. Such restoration will only



be facilitated if the affected person gives express consent.

#### **Article 11: Minor offences**

The sanctions for minor offences will be as follows:

- a) Public or private reprimand.
- b) Public or private verbal warning.
- c) Expulsion from the classroom, Documentation and Resources Centre, or other facilities of the Centre or partner centre.

In the event that the sanction consists of the temporary expulsion from the facilities of the Centre or partner centre, the expulsion cannot prevent the student from taking exams or other assessments.

For minor offences, the lecturer or relevant authority, depending on the nature of the offence, will directly impose the sanction, as long as it does not involve temporary expulsion from the Centre.

In all cases, the lecturer or relevant authority must inform the Academic Committee of the minor sanction. The Academic Committee will determine the severity of the offence and, if appropriate, enforce temporary expulsion.

### **Title III. Student disciplinary procedure**

#### **Article 12: Disciplinary Committee**

The disciplinary authority arising from this regulation will be exercised through the creation of a Disciplinary Committee.

This committee will be established on a permanent basis, and its actions will be governed by the principles of legality, the right to contest, justice, proportionality and equity.

The Disciplinary Committee shall be made up of the following members:

- Chair: The Rector or a delegate.
- Secretary: The General Secretary or a delegate.
- Members: Two persons appointed by the Dean from among the members of the administrative staff and/or teaching and research staff.

The Dean, or a delegate, shall appoint, for each case, an investigator for the procedure from among the members of the Committee.

#### **Article 13. Initiation of the disciplinary procedure**

Disciplinary procedures will be initiated by a decision of the Disciplinary Committee following a complaint, request, or report from any member of the academic community addressed to the Chair of the Committee. However, the Committee may also act ex officio to protect the interest of order and academic coexistence.

The University Ombudsman will not intervene in matters raised by students involved in disciplinary procedures. To this end, the Disciplinary Committee must inform the Ombudsman of the

initiation of the procedure at the time it begins.

#### **Article 14. Investigation of the procedure**

Once the procedure is initiated, the Disciplinary Committee may, for justified reasons, agree on provisional measures deemed appropriate to ensure the effectiveness of the resolution, provided that such measures do not cause irreparable harm or violate rights protected by law.

During the investigation phase, the investigator will collect the evidence and statements deemed relevant to clarify the facts and present them to the Disciplinary Committee, which will formulate a proposed sanction resolution or, if applicable, a corresponding declaration of absence of offence or responsibility.

The proposed sanctioning resolution must include the following: the alleged facts, the possible offences committed, the sanction(s) to be imposed, the competent authority for the decision, and the regulations to be applied.

#### **Article 15. Communication of the resolution and filing of pleadings**

Once the corresponding sanction proposal has been approved by the Disciplinary Committee, it must be communicated to the individual under investigation by email. From the day after receiving the notification, the individual has seven business days to submit any written pleading they deem appropriate, attaching or proposing any evidence in defence of their rights and interests.

#### **Article 16. Definitive sanction**

Once the indicated period has passed without the individual under investigation making any pleadings, the proposed resolution will become final, acquiring the status of a definitive sanction for all purposes. In the event that pleadings have been submitted, the Disciplinary Committee will issue a resolution within seven business days from the day after the notification. The communication of the final sanction must be made in a certifiable manner.

#### **Article 17. Effects of the Resolution**

The resolution adopted will take effect from the day following its communication to the individual under investigation and to any other parties involved in the proceedings. Once the resolution is final, the imposed sanctions will be mandatory, without prejudice to any precautionary measures that may have been adopted to ensure their effectiveness.

### **First additional provision**

All gender-neutral terms used in this regulation shall be understood to apply equally to both masculine and feminine, depending on the sex of the person performing the function.

### **Second additional provision**

Without prejudice to the academic sanctions arising from the offences described in this regulation, if these offences also constitute criminal, civil, or administrative violations, the Disciplinary Committee will pursue the appropriate standard legal actions.

### **Final provision**

In compliance with the principle of disclosure, these regulations will be published through the

internal and external information systems commonly used by the Centre.