



# UNIVERSITY RULES OF COEXISTENCE AND RULES OF PROCEDURE

## APPLICABLE TO THE STUDENTS OF THE UCAM Catholic University of Murcia

### *Introduction*

The Catholic University of Saint Anthony (UCAM), aware of the importance of educating in ethical and moral values, and faithful to its Christian humanist ideology, pursues the objective to make the members of the university community (students, academic authorities, teachers and administration and services personnel) be a behavioural pattern within the University.

For this reason, all those who participate as agents in the teaching-learning process are engaged in the fulfilment of a set of principles, commitments and essential action guidelines.

In the case of students, their rights and duties are exercised according to the state regulations, the respective rules of the Autonomous Communities and the Statutes and other regulations of the Universities.

### *Title I. General provisions*

**Article 1.** This regulation aims to establish the academic and disciplinary regime applicable to University students enrolled in any of its teaching programmes.

**Article 2.** The University is endowed with this regulation under article 2 of the Spanish Organic Law 6/2001 of 21 December on Universities,

articles 122 to 124 of its Statutes<sup>1</sup> and articles 7 and 13 of the Statute of the University Student (R.D. 1791/2010 of 30 December).

**Article 3.** The interpretation of these rules of coexistence corresponds to the Disciplinary Commission of the University regulated in Title VII. This Commission must respect the guidelines issued by the Governing Council of the Catholic University.

## ***Title II. The student status of the Catholic University of Saint Anthony of Murcia***

**Article 4.** 1. Any natural person who is enrolled in any of its official or non-official teachings is a student of the Catholic University of Saint Anthony.

2 For the purposes of this regulation, natural persons who undertake training internships under agreements or collaborative actions between this University and other public or private entities and institutions, as well as those who, subject to compliance with the requirements established in each case, are enrolled in any academic, cultural, sporting or any other activity organised by the Catholic University of Saint Anthony, shall also be considered students.

**Article 5.** Those who might voluntarily request their withdrawal or transfer of their academic record to another University and those who, in accordance with this regulation, are sanctioned with the loss of the student status shall lose their status as a student.

## ***Title III. The rights of the students***

**Article 6.** Students of the UCAM have the right to:

- a Quality academic training that promotes the acquisition of the competences that correspond to the chosen studies and includes knowledge, abilities, attitudes and values of respect to the others and to the environment.
- b Be informed of the assessment standards and marking review procedure.

---

<sup>1</sup> Approved by Decree no. 350/2007 of 9 November of the Governing Council of the Autonomous Community of the Region of Murcia.

- c) Be assessed in their academic performance in an objective manner, through the application of the evaluation system established in the academic Guide, as well as to officially know the results.
- d) Use the facilities, means and services of the Catholic University of Saint Anthony, in accordance with the rules for their use.
- e) The advice and assistance from teachers, tutors and the different student services of the University.
- f) Vocational, academic and professional information and guidance, as well as to advice and participation in the activities promoted by the University, especially on university extension activities, university accommodation, sports and other healthy lifestyle habits, and their transition to the world of work.
- g) Obtain academic recognition for their participation in cultural, sporting, student representation, solidarity and cooperation university activities promoted and authorised by the Governing Council of the University.
- h) Be involved in volunteer and social participation activities, development cooperation and other social responsibility activities organised by the University.
- i) Obtain academic recognition of work or professional experience according to the conditions set by the University within the framework of current regulations.
- j) Those benefits generally recognised to the university students by the Spanish State and to those that may be granted by the University itself as scholarships and aids for studies.
- k) Elect representatives to convey their proposals and concerns to the governing bodies of the University.
- l) Form groups for the development of educational, cultural and sporting activities.
- m) Submit written requests or appeals to the competent body.
- n) Ensure that their personal data are not used for purposes other than those governed by the Spanish Organic Law on Personal Data Protection and its implementing regulation.

- Ⓟ Not to be discriminated against for reasons of sex, race and other reasons, according to the principles set in the Spanish Organic Law 3/2007 of 22 March for the effective equality of women and men.
- Ⓟ The recognition of the authorship of the works elaborated during their studies and to the protection of the intellectual property of the same.
- Ⓟ All those rights recognised in general legislation, in the regulations of the Autonomous Communities, as well as in the Statutes and regulations of the University.

#### ***Title IV. The duties of the students***

**Article 7.** The students of the Catholic University of Saint Anthony must be committed to an active and responsible presence at the University. They have the duty to know it and to respect its Statutes and other operational rules approved by its Governing bodies.

Understood as an expression of this commitment, students have the following duties:

- a) To respect the Catholic identity of the University.
- b) To study and participate actively in the academic activities that help them to complete their training. To be punctual at the beginning and at the end of class and pay attention to the teacher's explanations.
- c) To respect the members of the university community and the personnel of the collaborating entities that provide services at the University.
- d) To take care and properly use the goods, materials and facilities of the University, with special attention to the Jerónimos Monastery, given its condition of cultural asset.
- e) To refrain from using or cooperating in fraudulent procedures in the assessment tests, in the works done or in official documents.
- f) To participate responsibly in the university activities and cooperate to the normal development of the same.
- g) To know and comply with the internal safety and health regulations, especially those referring to the use of training laboratories and research environments and those established as a result of the COVID-19 health crisis.

- h) To respect the name, symbols and emblems of the University or its bodies, as well as to use them in a correct way.
- i) To respect the academic events of the University and the persons participating in them.
- j) To respect the basic rules of hygiene and follow the indications of the teachers of practices concerning the use of ornamental objects that may disrupt the normal development of activities.
- k) To take appropriate care of the way of dressing during their stay on the campus and according to the different academic activities in which they participate and to maintain the proper decorum of the university spirit.
- l) To refrain from using mobile phones or any other electronic devices during classes and academic activities, as well as in other spaces dedicated to study and research.
- m) Not to consume food and beverages in classrooms, laboratories and other spaces dedicated to teaching or research activities.
- n) To participate actively and responsibly in the meetings of the collegial bodies for which they have been elected.
- o) To contribute to the improvement of the purposes and functioning of the University.
- p) To observe the Statutes and Regulations of the University and other rules issued by its competent authorities.

## ***Title V. Disciplinary offences***

**Article 8.** Infringement and failure to comply with the duties and obligations of the students as established in this regulation and other internal rules that develop or complement it shall constitute an offence that, depending on the circumstances, will be classified as minor, serious or very serious.

**Article 9.** Minor offences are those actions or omissions which, constituting a direct or indirect infringement of this regulation and of the duties of the students referred to in article 7, are not expressly qualified as serious or very serious. Minor offences shall also be those so qualified by the Disciplinary Commission in accordance with the subsequent application of the same.

**Article 10.** Serious offences are those actions or omissions which, constituting a direct or indirect infringement of this regulation and of the duties of the

students referred to in article 7, disturb the normal academic and teaching order. Specifically, the following shall be considered as serious offences:

- a) Words or deeds improper of the normal university spirit or that are unseemly.
- b) The serious offence with words or deeds to another member of the university community.
- c) Behaviours that threaten the facilities, material means or services of the University.
- d) The attempt to obtain better academic results using any academically illicit means, including plagiarism.
- e) Recidivism in minor offences and minor offences in which there are aggravating circumstances.

**Article 11.** Very serious offences are those actions or omissions which, constituting a direct or indirect infringement of this regulation and of the duties of the students referred to in article 7, seriously disturb the normal academic and teaching order. Specifically, the following shall be considered as very serious offences:

- a) Words or deeds improper of the normal university spirit when they seriously disturb the university order.
- b) Actions against the Catholic identity of the University and actions that offend its signs.
- c) The very serious offence with words, especially including offensive writings in which there is publicity, and with deeds, especially if there is physical violence or harassment against any member of the university community.
- d) The serious offence with words or deeds against the academic authorities and governing bodies of the Catholic University of Saint Anthony or against its members.
- e) The falsification of documents referring to the activity of the Catholic University of Saint Anthony, identity theft in academic and teaching events and the facts that may constitute a crime or offence.
- f) Behaviours that could seriously damage the image and prestige of the Catholic University of Saint Anthony.

- g) The active or passive resistance to the fulfilment of what has been commanded by the personnel, teachers or not, in their respective areas of competence.
- h) Recidivism in serious offences and serious offences in which there are aggravating circumstances.

## ***Title VI. Sanctions***

**Article 12.** 1. The sanctions foreseen for the commission of any disciplinary offence shall have the following content:

- a) **Minor offences:** Private warning and/or suspension of the status of student for a period from one to fifteen school days. Likewise, social and solidarity collaboration actions with the university community may be imposed.
- b) **Serious offences:** Public warning, suspension of the rights deriving from the status of student for not less than fifteen school days and not more than six months, with express inclusion, where appropriate, in the academic record of the offence committed and the sanction imposed; as well as, where appropriate, the loss of the right to take exams in the first call following notification of the sanction.
- c) **Very serious offences:** Public warning, suspension of the rights deriving from the status of student for not less than six months, and, where appropriate, the definitive expulsion from the University<sup>2</sup>, with express inclusion, where appropriate, in the academic record of the offence committed and the sanction imposed; as well as, where appropriate, the loss of the right to take exams in the first call following notification of the sanction.

**Article 13.** The infringements committed shall expire: minor offences within three months, serious offences within six months and very serious offences within one year from the date on which the Disciplinary Commission became aware of their commission and, in any case, within three years after their commission.

---

<sup>2</sup> In the event that a student is definitively expelled, he/she shall be entitled to the refund of the amount of the tuition fees paid in proportion to the months pending from the date on which the expulsion takes effect until the end of the corresponding academic year.

## **Title VII. The Disciplinary Commission and the infringement procedure**

**Article 14.** 1. The Disciplinary Commission of the Catholic University of Saint Anthony shall be governed by this Regulation and its implementing rules, as well as the internal regulations that such Commission may establish, with the approval of the Governing Council of the University.

2. The Disciplinary Commission shall govern its action in accordance with the principles of legality, justice, equity and the other guiding principles of the punitive law.

3. Sanctions may only be imposed on the basis of a file prepared for that purpose, after hearing the person concerned and with the right to make a further appeal.

**Article 15.** The Disciplinary Commission shall be presided by the Director of Studies of the UCAM, the Director of Legal Services as the secretary, and the Vice-rector of Religious Affairs and the Director of the Tutors as members. It will act as a college and minutes shall be taken for each meeting.

**Article 16.** 1. Any person who is aware of any fact likely to constitute any of the infringements set in this regulation has the right and duty to communicate it to the Disciplinary Commission.

2. The Disciplinary Commission may act *ex officio* or at the request of any member of the university community.

**Article 17.** 1. Once a disciplinary file has been opened by the Disciplinary Commission based on facts constituting a possible infringement, either *ex officio* or at the request of the person legitimated in accordance with the previous article, the President of the Commission, who shall be the person examining the file, shall gather as much information on the facts as he/she can obtain.

2. Once the students presumably responsible for the infringement are identified, the person examining the file shall notify them about the imputed facts, as well as the possible sanction proposed. The students against whom a file has been opened may argue in writing whatever they deem appropriate, facilitating or proposing the evidence they consider of interest, within 7 calendar days following notification.

**Article 18.** The person examining the file may ask the Disciplinary Commission to take the convenient precautionary measures for the proper development of the examination.



**Article 19.** During the examination of the file, at the request of the person examining the file or of the students concerned, persons whose testimony is considered of interest for the clarification of the facts may be summoned to testify, and the evidence taken shall be collected as quickly as possible.

Once the examination of the file is concluded, the person examining the file shall prepare a written report of conclusions and a definitive proposal of sanction, which shall be submitted to the Disciplinary Commission.

**Article 20.** 1. The Disciplinary Commission shall give a reasoned decision on each file, either by agreeing on closing it or by imposing the corresponding sanctions according to this Regulation.

2. The resolution of the Commission shall be communicated to the person or persons concerned, as well as to the persons at whose request the file was initiated.

**Article 21.** 1. The sanctioned students may lodge an appeal in writing and before the Governing Council of the University, within 5 calendar days following notification of the Resolution, including any allegations they deem appropriate to defend their interests.

2. The appeal shall suspend the execution of the sanction until the day following the date of its resolution by the Governing Council. The Governing Council, by means of a reasoned resolution, shall confirm or reduce the sanction imposed or, as the case may be, shall annul the actions of the Commission.

**Article 22.** Exceptionally, the Disciplinary Commission may agree to the imposition of the sanctions in the case of minor or serious offences, after hearing the person concerned, and without further formalities, when the authorship of the infringement and the guilt of the student is evident.

### ***Annex I***

#### ***Adaptation of the Norms of Coexistence to the Protocol and measures of hygienic sanitary prevention caused by the situation of the pandemic.***

The health emergency situation caused by the epidemic outbreak of COVID-19 has meant the adoption of numerous measures of restriction, and the incorporation of certain preventive, hygienic and social distancing behaviours, also applicable to the educational field.

For the safety of all, it is necessary to control compliance with these measures and to sanction those behaviors that do not comply with the restrictions and endanger the health of the members of the educational community.

Therefore, temporarily, and while the health emergency situation persists, they

will be considered as conducts contrary to the rules of coexistence and treated as very serious infractions:

- a) Going to the school if the student is in isolation due to a diagnosis of COVID-19, in a period of quarantine for having had close contact with a diagnosed person, or if the student is aware that he or she has symptoms compatible with the disease (high fever, general malaise, etc.).
- b) Refuse to comply with the established protocols of action if detected as a suspicious case of the disease in the center.
- c) Repetition of any or some of the serious behaviours described in the following section.

Likewise, they will be considered serious infractions, contrary to the rules of coexistence:

- a) Removing the mask or refusing to use it in those activities and spaces where its use is mandatory.
- b) Not maintaining a safe distance, causing crowding.
- c) Not respecting the rules of hygiene, especially in the washing of hands.
- d) Not respecting the specific safety rules of specific rooms (cafeteria, classrooms, laboratories, library, reprography, secretariat or administrative services).
- e) Smoking on the school premises, except in places authorized for this purpose.
- f) Any other act that seriously violates the health guidelines in force at any given time in the educational center.

Likewise, the previous sections will be included as student duties in Title IV of these regulations, and in the same way, in Title V. Of the infractions and Title VI. Sanctions.

***Final Provision.*** This regulation shall enter in force on the day of its publication.

Jerónimos Monastery, 1 June 2018.

The President of the University

José Luis Mendoza Pérez