

UNIVERSITY WELLBEING RULES

Explanatory Memorandum

Law 3/2022, of 24 February, on University Wellbeing, provides a comprehensive system for protecting and guaranteeing coexistence within the university environment, fully adapted to democratic values and principles. These values and principles are fully in line with the foundations of coexistence at the University, where, in addition to providing adequate training, students must also be encouraged to benefit from critical thinking and the spread of culture, as essential functions of the university institution.

In accordance with Law 3/2022, private universities and affiliated private centres shall approve their Wellbeing Regulations, based on the principles and guidelines established by the aforementioned Law for the university environment.

These Wellbeing Rules are divided into three sections. Section I deals with **the Wellbeing of the University Community**, which includes students, teaching staff, researchers and other non-teaching staff, establishing the basis for coexistence.

Title II regulates the **University Wellbeing Committee**, as well as the measures to be implemented as prevention and response to cases of non-compliance with these regulations.

Title III makes special mention of the **Anti-Harassment Policy** and its special link to these rules.

Finally, Title IV of these Coexistence Regulations incorporates the content of **the Disciplinary Regulations**, since Law 3/2022, in its third final provision, allows private universities and affiliated private centres to enjoy full autonomy to establish their own disciplinary regime and determine the body responsible for exercising disciplinary powers in their respective regulations. In this regard, these Regulations set out the details of disciplinary procedures, as well as the grading of sanctions and the establishment of educational and remedial measures of type.

For all these reasons, the University, in compliance with Royal Decree 1791/2010, of 30 December, approving the University Student Statute and Law 3/2022, of 24 February, on University Coexistence, and by virtue of the autonomy granted to it by Article 3 of Law 2/2023, of 22 March, on the University System, approves these Rules of Coexistence.

TITLE I: COMMUNITY WELLBEING

Art. 1. Purpose

The purpose of these rules is to establish the basis for coexistence within University allowing, where appropriate, the use of mediation as a means of resolving conflicts that could disrupt or impede the normal performance of its essential functions, including teaching, research and knowledge transfer.

Art. 2. Subjective scope of application

- 1- The provisions of this Title I shall apply to the entire University Community, comprising students, teaching staff, research staff and administrative and service staff.
- 2- In the event of conflicts arising between students, the Coexistence Committee shall be responsible for coordinating the corresponding measures set out in these regulations.
- 3- In the event of conflicts arising between teaching and non-teaching staff, the Human Resources Department shall be responsible for coordinating the corresponding actions and measures.
- 4- In the event of conflicts arising between teaching or non-teaching staff and students, a specific coexistence committee will be appointed to resolve the conflict, which will include a student representative.
- 5- The provisions of Titles II, III and IV of these regulations shall only apply to students of the University.

Art. 3. Rules of wellbeing

All members of the University Community to whom these rules apply, within the scope of their respective duties at the University, shall promote:

- 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 of teaching and Chair freedom;
- c) the elimination of all forms of violence, discrimination, or sexual 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 beliefs, language, or any other personal or social condition or circumstance;
- d) transparency in the development of academic activity;
- e) the use and conservation of the university's assets and resources, as well as those of any affiliated entities where academic or training activities are carried out.
- f) respect for common spaces, including those of a digital nature;
- g) the use of the university name and symbols in accordance with established protocols.

Art. 4. Prevention and response measures

The University shall have specific procedures in place to coordinate situations that violate these Rules of Coexistence at the University, its centres and campuses, and to provide an appropriate channel for complaints or reports of violations.

The foregoing is without prejudice to the measures and protocols already implemented at the University and detailed in the Protocol against sexual or gender-based harassment and discriminatory harassment of the European University of Madrid, as well as in the Diversity Policy of the European University

, compliance regulations, the code of ethics, and similar rules published on its website.

TITLE II. THE WELLBEING COMMITTEE

Art. 5. The Student Wellbeing Committee

The University establishes the Wellbeing Committee, which will ensure compliance with these regulations when the conflict involves at least two students of the University.

The Wellbeing Committee shall be composed of one representative of the student body, one representative of the teaching staff, and one representative of the non-teaching staff, all of whom shall be appointed by the Academic Council.

The University Ombudsperson may request to attend the meetings of the Wellbeing Committee, without having any ability to decide, their attendance being solely for information and communication purposes.

TITLE III: ANTI-HARASSMENT POLICY

Art. 6. Protocol against sexual or gender-based harassment and discriminatory harassment

In accordance with its commitment not to tolerate any form of sexual or gender-based harassment or discriminatory harassment, the University shall establish a Protocol applicable to all students enrolled at the University.

The University undertakes to resolve any claims, complaints and reports made by students regarding sexual or gender-based harassment or discriminatory harassment, which will be processed and, where appropriate, resolved with the necessary guarantees, within the scope of the University's responsibility as a higher education institution and always with the additional guarantees provided by the legal system.

In accordance with the provisions of Article 11. e) of these regulations in the section on disciplinary rules, any verbal or physical act or conduct that has the purpose or effect of violating a person's dignity, such as sexual harassment, gender-based harassment or discriminatory harassment based on gender, as defined by Organic Law 3/2007 of 22 March on effective equality between women and men, shall be punished as a very serious offence.

TITLE IV: DISCIPLINARY RULES

CHAPTER I: DISCIPLINARY AUTHORITY

Art. 7. Scope of application and exercise of disciplinary authority

1. This Degree IV shall apply only to students of the University, in accordance with the provisions of the Student Statute of the European University of Madrid.

2. The disciplinary authority derived from these regulations shall be exercised as follows:

- The initiation shall be agreed upon by the Disciplinary Committee established in the following article.
- The proceedings shall be conducted by persons designated for that purpose.

3. Teachers, in the exercise of their administrative, teaching, educational and disciplinary functions, shall have the status of authority and shall enjoy the protection recognised for such status by these regulations.

In this regard, during the course of teaching and complementary activities, teaching staff may take any decisions they deem necessary within the scope of their duties in order to maintain an appropriate atmosphere of coexistence and respect as an essential factor in the quality of teaching and, while respecting the rights of students established in current regulations, to act in accordance with the principles of immediacy, proportionality and effectiveness in the performance of their duties.

In the exercise of corrective and disciplinary actions, the facts ascertained by the teaching staff shall be presumed to be true when they are formalised in writing in the appropriate document, without prejudice to any evidence that may be presented or provided in defence of the respective rights or interests.

document, without prejudice to any evidence that may be presented or provided in defence of the respective rights or interests.

Art. 8. The Disciplinary Committee

1. For the purposes set forth in the previous article, a permanent Disciplinary Committee shall be established within the University, whose actions shall be governed by the principles of legality, justice, proportionality, and fairness. The Committee shall be composed of the following members:

- President: Head of the General Secretariat of the European University of Madrid
- Secretary: the person appointed for this purpose
- Members: two persons appointed annually by the Academic Council, who shall remain in office until the two new members who are to replace them are appointed.

2. An Investigator and a Secretary for the proceedings shall be appointed. They shall be responsible for conducting the disciplinary proceedings and shall have the following functions:

- Gathering as much information about the facts as possible.
- Conducting any tests deemed appropriate to clarify the facts that led to the opening of the disciplinary proceedings.
- Request that the Disciplinary Committee adopt the precautionary measures deemed appropriate for the proper conduct of the investigation.
- Propose to the Disciplinary Committee, once the evidence obtained for this purpose has been studied, the corresponding sanction or the closure of the case due to the absence of an offence and liability.
- Issue the offenders with the sanctions established by the Disciplinary Committee, which shall be communicated through the bodies designated for this purpose.

Art. 9. Compatibility of academic discipline

The imposition of administrative or criminal sanctions shall not prevent, where appropriate and depending on their different basis, the determination of academic responsibilities through the exercise of the disciplinary powers regulated in these regulations.

CHAPTER II: DISCIPLINARY OFFENCES

Art. 10. Disciplinary offences or misconduct

Actions or omissions committed by University students, classified as such in these regulations, are considered offences or disciplinary offences.

Likewise, breaches of academic responsibilities, duties or obligations of students established in the University Student Statute, in other internal regulations of the University and in state and regional regulations may also be considered offences.

Art. 11. Very serious offences

Very serious offences are behaviours that significantly disrupt the order that must merit primacy at the University, specifically the following:

- a. Acts that undermine democratic values or promote intolerance in all its forms (such as, but not limited to, xenophobia, racism, homophobia, etc.).
- b. Verbal or physical aggression, as well as very serious disrespect towards any member of the University Community (teaching or non-teaching staff), personnel from subcontracted companies or belonging to any other public or private body or institution in which the student is pursuing their training.
- c. Hazing that seriously undermines the honour, dignity or personality of the victim.
- d. Any action that involves discrimination of any kind and through any means, including electronic means.
- e. Any verbal or physical act or behaviour that has the purpose or effect of undermining a person's dignity, such as sexual harassment, gender-based harassment or discriminatory harassment on the grounds of gender, as defined by Organic Law 3/2007 of 22 March on effective equality between women and men.
- f. The possession, consumption, distribution or trafficking of drugs, narcotic substances and psychotropic substances on university premises, within the University or in its immediate vicinity.
- g. Showing symptoms of being under the influence of alcohol or drugs, narcotic and psychotropic substances on the University premises or in its immediate vicinity.
- h. Attempting or succeeding in falsifying or defrauding, by any means, the academic performance verification systems, whether the perpetrator is a beneficiary of these systems or acts as a necessary collaborator.

necessary collaborator. This includes, but is not limited to: plagiarism, the unauthorised use of Artificial Intelligence (AI), copying or using unauthorised notes or any other unauthorised documents or materials, the mere possession or use of any type of electronic device in assessment tests, such as mobile phones, earpieces, wireless headphones, smart watches, among others, or any other device of a similar nature.

i. Taking images or recordings of classes without express authorisation and, in the case of recorded classes, disseminating them through networks or media.

j. Impersonating another person in academic activities or benefiting from doing so.

k) Falsifying one's own or another student's personal records with documents or by any means, or in the university's technological tools by any means.

l. Obtaining, by any fraudulent means or through abuse of trust, the content of a test, examination or knowledge assessment, for one's own benefit or that of others, prior to its completion; or, once the assessment has been completed, attempting to remove, alter or destroy formulas, questionnaires, notes or grades, for one's own benefit or that of others.

m. The interception of private communications and/or their dissemination within the university environment.

n. Intercepting emails or distributing them when prohibited by the sender.

o. Being charged with or the subject of research in criminal proceedings for an offence in a manner that could cause harm to the university.

p. Being convicted by final judgement in criminal proceedings.

q. Violent opposition to the holding of academic events or compliance with university regulations.

r. Unauthorised access to the University's computer systems; disruption of their operation; modification or fraudulent use of electronic files.

s. The falsification, theft or destruction of academic documents or the use of false documents before the University.

t. Any other act, conduct or behaviour described in the preceding paragraphs, carried out in public or private institutions where the student is receiving academic training.

u. Any other act, conduct or behaviour in which the student has engaged inside or outside the University, which, due to its particular seriousness, directly or indirectly damages or undermines the good image and prestige of the University or any of its members.

v. The commission of two serious offences in the period of one academic year or three in two academic years.

w. Repeatedly violating the smoking ban after having been previously sanctioned for a serious offence.

x. Violating traffic regulations on university campuses, including, but not limited to:

a. Driving in a prohibited direction, causing damage to other vehicles or damage to property or persons.

b. Driving at speeds exceeding the speed limit by more than 50% of the authorised speed.

y. Violating the established safety and/or health rules and protocols on the University's facilities or at training centres or affiliated entities, especially those concerning the health protection measures required at any given time.

z. Violating, outside the University premises, the safety rules and protocols issued by the health authorities, provided that such violation seriously affects the health safety of the University or the good name and values of the University and its students.

Art. 12. Serious offences

Serious offences are behaviours that merit disruption of the order that must prevail at the University, specifically the following:

a. Failure to comply with safety regulations or regulations on toxic or hazardous waste when participating in learning activities, especially those involving the handling of hazardous substances.

b. Damaging, tampering with, deteriorating or removing the University's works and property, as well as damaging, tampering with, deteriorating or removing the works, belongings and property of any member of the University Community.

c. Engaging in conduct that is humiliating to the university institution or its members that is not subject to being considered a very serious offence.

d. Distributing, through the University's electronic networks or by any other means, material or statements that are offensive to the image of any member of the university community or the University itself.

e. Collaborating with, covering up, or encouraging conduct or acts that constitute serious misconduct.

f. Repeatedly violating the smoking ban after having been previously sanctioned for a minor offence.

g. Violating traffic regulations on university campuses, including but not limited to:

a. Driving in a prohibited direction

- b. Driving at speeds exceeding the speed limit by more than 30%
- h. Any other act, conduct or behaviour in which the student has engaged inside or outside the University, and which is likely to damage or undermine, even indirectly or partially, the good image and prestige of the University or any of its members.
- i. Violating the established safety rules and protocols in the University facility or at training centres or affiliated entities, especially those concerning health protection measures, provided that the offences are not very serious.
- j. Violating, outside the University premises, the safety rules and protocols issued by the health authorities, provided that such violation seriously affects the health safety of the University or the good name and values of the University and its students, and that they are not very serious offences.
- k. Committing two minor offences in one academic year or three in two academic years.

Art. 13. Minor offences

Minor offences are behaviours that are not considered serious or very serious in accordance with the provisions of the previous articles, which slightly undermine university coexistence, specifically:

- a. Carrying out activities that slightly disrupt the normal functioning of the University or any of its services.
- b. Acts that cause minor damage to university property or to the property of the university community.
- c. Smoking on university premises (outdoor or indoor fields) or in any of the public or private centres or institutions where the student is receiving training (outdoor or indoor fields).
- d. Refusal to register attendance in the classroom using the university's technological tools.
- e. Refusal to identify oneself on campus when requested to do so by persons designated for that purpose.
- f. Failure to comply with traffic regulations on university campuses that constitute a minor offence, such as:
 - a. Parking in unauthorised areas
 - b. Driving at speeds exceeding the authorised limit by no more than 30%.
 - c. Driving in a prohibited direction

d. any others of a similar nature

g. Minor damage to works and property belonging to the University or the University Community.

h. Any other act, conduct or behaviour described in the preceding paragraphs, which is not serious, that takes place in public or private institutions where the student is receiving academic training.

i. Any other act, conduct or behaviour in which the student has engaged within or outside the University, which is not serious and which is likely to damage or undermine, directly or indirectly, the good image and prestige of the University or any of its members.

CHAPTER III: DISCIPLINARY SANCTIONS

Art. 14. Sanctions corresponding to very serious offences

1. Very serious offences may be punished, taking into account the seriousness of the act and the damage caused, with:

- The inclusion in the academic transcript of the offence committed and the sanction imposed.
- Suspension of student status for a period of two weeks.
- Suspension of student status for a period of one to three months.
- Suspension of student status for a period of three to twelve months.
- Loss of the opportunity to sit the call for entries in the corresponding academic year.
- Reduction in the number of calls for entries established in the applicable regulations for passing the course.
- Expulsion from the University.

2. In cases where damage has been caused to university property, as well as to any affiliated entities where academic or training activities are carried out, the value of the damage or the cost of repairs must also be reimbursed.

3. Very serious offences relating to the falsification or defrauding by any means of the academic performance verification systems, when committed for the first time, will result in the imposition of the following sanctions:

a) If the offence was committed during the Ordinary Exam period, the student will lose the right to sit the Ordinary Exam period and the Extraordinary exam period.

b) If the offence was committed during an Extraordinary exam period, the student will lose the right to sit the Extraordinary exam period and the number of examination sessions established for passing the course in the applicable regulations will be reduced.

The number of call for entries to be reduced will be decided by the Delegate Committee referred to in Article 24 of these rules of coexistence, depending on the seriousness of the facts.

c) In both cases, the offence committed and the penalty imposed will be included in the academic transcript.

d) Additionally, depending on the severity of the facts, additional penalties may be imposed, such as suspension of student status for academic purposes for two weeks and educational measures to be defined by the Delegate Committee referred to in Article 24 of these rules of coexistence.

4. When very serious offences relating to falsification or fraud by any means of the academic performance verification systems have been committed for the second time, in addition to the sanctions provided for in sections a), b) and c) of point 3 above, the sanction of suspension of student status, for academic purposes, for three months shall be imposed.

5. When very serious offences relating to the falsification or fraud of academic performance verification systems by any means have been committed for the third time, in addition to the penalties provided for in sections a), b) and c) of point 3 above, the penalty of permanent expulsion from the University shall be imposed.

Additionally, in the cases provided for in points 4 and 5 above, depending on the seriousness of the facts, the following additional penalties may be imposed:

- i) Partial or total loss of scholarships or grants awarded in the academic year of the offence and the following academic year.
- ii) Loss of priority in the selection of internship places.
- iii) Loss of the right to undertake study abroad

In the event of offences relating to the falsification or defrauding by any means of the academic performance verification systems, and the falsification of personal records or those of another student in documents or in the university's technological tools by any means, the procedure set out in Chapter VII shall apply.

6. Very serious offences covered by Articles 11.f) and 11.g) shall follow the procedure set out in Chapter VI.

7. The penalties corresponding to very serious offences may be replaced, depending on the circumstances of the specific case, by the application of educational measures, in accordance with the provisions of Article 18.

8. Very serious offences that have a specific procedure shall be governed by their own chapter.

Art. 15. Penalties for serious offences

1. Serious offences may be punished, taking into account the seriousness of the act and the damage caused, with:

- The inclusion in the academic transcript of the offence committed and the penalty imposed.
- Suspension of student status for a period of one week to one month.
- Loss of the opportunity to take the academic year's call for entries.

2. In cases where damage has been caused to university property, as well as to any affiliated entities where academic or training activities are carried out, the value of the damage or the cost of repairs must also be reimbursed.

3. Penalties for serious offences may be replaced by educational or remedial measures, in accordance with the provisions of Article 18, with the exception of the provisions of the previous paragraph.

4. Serious offences referred to in Article 12(e), (f) and (i) shall follow the procedure set out in Chapter VII.

5. Very serious offences that have a specific procedure shall be governed by their own chapter.

Art. 16. Penalties for minor offences

1. Minor offences may be punished depending on the nature of the facts:

- With a public or private reprimand
- Suspension of student status for a period of less than one week.
- Where applicable, a record of the penalty in the academic transcript

2. In cases where the smoking ban is violated, the provisions of Article 22 shall apply.

3. In cases where damage has been caused to university property, the value of the damage or the cost of repairs must also be reimbursed.

4. Penalties for minor offences may be replaced by educational or remedial measures, in accordance with the provisions of Article 18, with the exception of the provisions of the previous paragraph.

Art. 17. Graduation of penalties

The graduation and specification of the penalty within its severity shall be carried out by the competent bodies, weighing up the following elements in a reasoned manner:

- Intentionality
- The degree of disruption to university life
- Spontaneous repentance, by communicating the offence to the university authorities with type prior to the initiation of disciplinary proceedings.
- Recidivism
- The personal, family or social circumstances of the student, for which purpose the necessary reports may be requested.

Art. 18. Educational measures of type

1. The Disciplinary Committee may, if duly justified and deemed appropriate, replace the application of sanctions corresponding to very serious, serious or minor offences with the application of educational measures. Such measures shall entail the extinction of the student's liability.

2. Type educational measures may consist of collaboration in volunteer, sporting, cultural, and disability support activities,

activities that contribute to sustainable development, or other similar activities that benefit students and the Faculties/Schools or the university community in general.

Art. 19. Statute of limitations for offences and sanctions

1. Offences that have not been penalised shall be prescribed: very serious offences after two years, serious offences after one year and minor offences after six months, counting from the date on which the offence was committed.

2. Penalties that have not been enforced shall expire: those imposed for very serious offences after two years, those imposed for serious offences after one year, and those imposed for minor offences after six months, counting from the date on which the penalty decision became final.

3. Entries in the academic transcript of sanctions imposed on students may be cancelled at the student's request and with the prior approval of the Dean, provided there is justification for doing so, based on good conduct and behaviour after the sanction was imposed:

- i. after one year in the case of a penalty for a minor or serious offence, or two years in the case of a penalty for a very serious offence.
- ii. They may only be cancelled if the student has not been penalised again during the period indicated above.

Entries for sanctions consisting of expulsion shall not be cancelled. These periods shall

be counted from the date on which the sanction has been fully served. **CHAPTER IV:**

ORDINARY DISCIPLINARY PROCEDURE

Art. 20. Initiation

1. Disciplinary proceedings shall be initiated by agreement of the University Disciplinary Committee as a result of a complaint or request and reasoned report from any member of the university community addressed to the President of the Committee. However, the Committee may act ex officio when the interests of the university so recommend.

2. The Disciplinary Committee, in response to the aforementioned request, may take any preliminary action it deems appropriate in order to determine on a preliminary basis whether the specific circumstances justifying the initiation of disciplinary proceedings exist.

3. Notwithstanding the provisions of the first paragraph, the Vice-Chancellor may delegate the initiation of proceedings to any other body or person designated for that purpose.

4. The University Ombudsperson shall refrain from intervening in matters raised by students involved in disciplinary proceedings. To this end, the Disciplinary Committee shall notify the opening of such proceedings at the time they occur.

Art. 21. Conduct of the proceedings and resolution

1. Once the Disciplinary Committee has adopted the agreement to initiate disciplinary proceedings, it shall be communicated to the Investigating Officer and the secretary of the case file.

2. The Investigator shall gather all the evidence and statements deemed necessary to clarify the facts and shall submit to the Disciplinary Committee a proposal for a disciplinary resolution or a declaration of non-existence of infringement or liability for the purposes of the Committee issuing the appropriate resolution.
3. The Committee shall issue the disciplinary decision, which shall set out: the facts alleged against the person under investigation, the possible infringement(s), the penalty(ies) and the applicable regulations.
4. The Disciplinary Committee's disciplinary decision shall be communicated to the person subject to disciplinary proceedings in a reliable manner.
5. The sanction may be appealed to the Vice-Chancellor of the University within two calendar days of notification, by means of a written statement setting out the reasons for the appeal. If the appeal is not lodged within the specified period, the sanction shall become final for all purposes. No appeal may be lodged against the Vice-Chancellor's decision.
6. The final decision of the Disciplinary Committee shall take effect on the day following its communication to those involved in the case and, where appropriate, to the University Community, without prejudice to any precautionary measures that may be required.
7. The refusal, defiance or resistance of the student under investigation to make a statement before the Investigator and/or the Disciplinary Committee on the facts that gave rise to the opening of the disciplinary proceedings, or to acknowledge receipt of the communications made to them under these proceedings, shall in no case prevent the proceedings from continuing. Nor shall the actions or omissions of the student that can reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the year of the proceedings prevent the complete processing of the proceedings.

CHAPTER V: SUMMARY PROCEDURE FOR VIOLATIONS OF THE SMOKING BAN ON THE UNIVERSITY CAMPUS

Art. 22. Delegated Committee

The Disciplinary Committee delegates to the Delegate Committee, composed of the President and the Secretary of the Disciplinary Committee, the imposition of the sanctions set out in this chapter in the event that students violate the smoking ban.

1. When a student commits offences that constitute a violation of the smoking ban on university campuses, the persons designated by the University for this purpose shall issue a notice of sanction, which must be signed by the student, the designated person and, where appropriate, a witness.
2. This penalty notice shall be forwarded to the University's Executive Committee for the purposes of recording it.
3. The penalties for violating the smoking ban in a single year or in different years are as follows:
 - a. One offence: private warning (minor offence).

- b. Two offences: suspension of student status for two days (minor offence).
 - c. Three offences: suspension of student status for 7 days (serious offence).
 - d. Four offences: suspension of student status for 15 days and a record in the academic transcript (serious offence).
5. If a student accumulates more than four offences for violating the smoking ban during the same or different academic years, the Delegate Committee will refer the matter to the Disciplinary Committee for the purpose of initiating the appropriate disciplinary proceedings for a very serious offence, which may result in expulsion.

Depending on the circumstances of the case, these sanctions may be replaced by one or more of the educational and remedial Type measures provided for in Article 18.

- 6. Penalties for non-compliance with the smoking ban shall be final for all purposes.

CHAPTER VI: SUMMARY PROCEDURE FOR VIOLATIONS OF ARTICLES 11.f) AND 11.g). DRUGS ZERO TOLERANCE

As part of the Healthy Campus programme and within the framework of this University's "Zero Tolerance for Drugs" plan, a summary procedure is established for the imposition of penalties for infringements of Articles 11.f) and 11.g).

Art. 23. Delegated Committee

1. The Disciplinary Committee delegates to the Delegate Committee, composed of the President and the Secretary of the Disciplinary Committee, the imposition of the sanctions set out in this article in the event that students commit the offences provided for in articles 11.f) and 11.g). When a student is caught in the situations referred to in Articles 11.f) and 11.g) within the University or in its immediate vicinity, the persons designated by the University for this purpose shall gather the appropriate evidence and, once the student has been identified, shall deliver a notification of the punishable act.
2. This notification, along with the evidence and the relevant report prepared for this purpose, shall be forwarded to the University's Executive Committee for the purposes of recording it and, in light of the information provided, issuing the disciplinary decision. This Committee is empowered, in accordance with the circumstances of each case, to apply the principles or procedures of the ordinary procedure.
3. The sanctions for the acts covered by Articles 11.f) and 11.g) shall be as follows:
 - a. Suspension of student status for 3 to 12 months, depending on the seriousness of the facts, in the case of consumption, possession and ownership of drugs, narcotic and psychotropic substances, or when the student shows symptoms of being under the influence of alcohol or drugs, narcotic and psychotropic substances.

Repeated offences may result in the student's expulsion and, where appropriate, a note in their academic transcript.

b. Expulsion from the university in the case of trafficking or distribution of drugs, narcotic substances and psychotropic substances, and a record of the sanction in the academic transcript.

Depending on the circumstances of the case, these sanctions may be replaced by one or more of the educational and remedial Type measures provided for in Article 18.

The sanctions provided for in this chapter shall be final for all purposes.

CHAPTER VII: SUMMARY PROCEDURE FOR THE OFFENCES PROVIDED FOR IN ARTICLES 11 h) i) j) k) and l)

Article 24. Delegated Committee.

The Disciplinary Committee delegates the imposition of the sanctions set out in this chapter when they are committed for the first or second time to the Delegate Committee, which shall be composed of the Dean of the Faculty or School to which the student under investigation belongs and a member appointed by the Dean, who shall remain in office until the two new members who are to replace them are appointed.

The sanctions provided for in this chapter may only be appealed before the Vice-Chancellor.

Art. 25. Summary procedure for infringements provided for in Articles 11 h), i), j), k) and l)

1. The professor who has detected the events referred to in Article 11 letters h), i), j), k) and l) shall issue a report to be sent to the Dean of the Faculty or School to which the student under investigation belongs.

2. Upon receipt of the report, the Dean, after gathering as much additional information about the facts as possible, shall issue a reasoned decision, which shall be communicated to the Disciplinary Committee and the Registrar's Office for the purposes of recording, to the Student Affairs Department for the purposes of notifying the student, to the University Ombudsperson and to Online Operations for information purposes.

3. The penalty corresponding to the offence in the file shall only be removed by reasoned decision of the competent Dean who justifies it and, in particular, before the student has completed the qualification year.

CHAPTER VIII: SUMMARY PROCEDURE FOR TRAFFIC VIOLATIONS

Art. 26. Summary procedure with delegation of competencies for traffic offences

1. The Disciplinary Committee delegates the imposition of the sanctions set out in this chapter to a delegated committee, composed of the Director of Security and a member appointed by the Disciplinary Committee, who shall remain in office until two new members are appointed to replace them.

2. When a student commits an act that constitutes a violation of traffic regulations on university campuses, the persons designated by the University for this purpose shall forward a report containing information on the offence to the Delegate Committee for analysis.

3. Upon receipt of the report, the Executive Committee, after gathering as much additional information about the facts as possible, shall issue a reasoned decision, which shall be communicated to the Disciplinary Committee and the Registrar's Office for the purposes of recording, to the Student Affairs Department for the purposes of notifying the student, and to the University Ombudsperson and Online Operations for information purposes.

4. Penalties:

- Offence under Article 11 x): suspension of student status for three months
- Offence under Article 12 g): suspension of student status for one month
- Offence under Article 13 f): suspension of student status for three days

If the offence committed falls under articles 11 x), 12 g) and 13 f), the student may be notified of their sanction directly, without further formalities.

CHAPTER IX: EXTRAORDINARY PROCEDURE FOR VIOLATIONS OF ARTICLE 11

e) Sexual or gender-based harassment and discriminatory harassment.

Art. 27. On the referral of proceedings to the Harassment Commission

In accordance with its commitment not to tolerate any type of sexual or gender-based harassment or discriminatory harassment, the University establishes the extraordinary procedure, applicable to all students enrolled at the University, for the imposition of sanctions when the violations provided for in Article 11 e) have been committed.

a) The Disciplinary Commission may delegate to the Student Harassment Committee the research through the corresponding investigating body and the proposal to impose the sanctions reflected in this article in the event that students commit the offences provided for in Article 11 e).

b) When the student or students are reported in the proceedings referred to in Article 11 e) within the University or in its vicinity, the Harassment Committee shall gather the appropriate evidence and forward it to the Disciplinary Committee for the purposes of recording it, and in light of the information, it shall issue the disciplinary decision.

The refusal, defiance or resistance of the student under investigation to make a statement before the investigating body and/or the Disciplinary Committee regarding the events that gave rise to the disciplinary proceedings, or to acknowledge receipt of the communications sent to them in connection with the proceedings, shall in no case prevent the proceedings from continuing. Nor shall the actions or omissions of the student that can reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the year of the proceedings prevent the complete processing of the proceedings.

The sanction imposed in these extraordinary proceedings shall be final and may only be appealed before the Vice-Chancellor of the University, in accordance with the provisions of Article 21.5 of these regulations.

Art. 28. Disciplinary sanctions applicable in cases of harassment

The penalty for acts covered by Article 11 e) shall be expulsion from the university. This penalty shall be of the final type and may only be appealed to the Vice-Chancellor of the University under the terms set forth in Article 21.5 of these regulations.

CHAPTER X: EXCEPTIONAL PROCEDURE**Article 29. Exceptional procedure for particularly serious cases**

Exceptionally, when the alleged conduct constitutes very serious misconduct and the circumstances in which it occurred are particularly serious, the Disciplinary Committee, composed of the Vice-Chancellor, Dean or Director of the corresponding School and the Secretary General, may agree, after hearing the interested party and without further proceedings, to impose the penalty.

The refusal, defiance or resistance of the student under investigation to make a statement in the exceptional proceedings regarding the events that gave rise to the disciplinary proceedings, or to acknowledge receipt of the communications made to them under these proceedings, shall in no case prevent the proceedings from continuing. Nor shall the actions or omissions of the student that can reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the year of the proceedings prevent the complete processing of the proceedings.

The sanction imposed in the present proceedings shall be final and may be appealed to the Vice-Chancellor of the University, in accordance with the provisions of Article 21.5 of these regulations.

CHAPTER XI: THE DISCIPLINARY COMMITTEE OF AFFILIATED CENTRES**Art. 30. Establishment of the disciplinary committee of affiliated centres**

In order to guarantee the principle of immediacy in disciplinary proceedings, which shall be governed by the provisions of these regulations, their complementary regulations and other applicable regulations, a Disciplinary Committee shall be established within the affiliated centres of the University, by express delegation of the Disciplinary Committee of the European University of Madrid.

Art. 31. Composition of the disciplinary committee of affiliated centres

The Disciplinary Committee of the affiliated centre shall be chaired by the director of the centre, with the designated person acting as secretary and two professors who are members of the centre's teaching staff acting as members.

Art. 32. Investigation of cases involving affiliated centres

The person holding the position of President of the Disciplinary Committee shall appoint, on an annual basis, an Investigator and a Secretary for the files, who shall be responsible for investigating disciplinary cases and shall perform the duties set out in these Disciplinary Regulations.

The Investigator and the Secretary of the Files appointed for each academic year shall perform their duties until the new persons responsible for replacing them are appointed.

Art. 33. Appeals applicable to sanctions imposed by affiliated centres

All sanctions proposed by the Disciplinary Committee must be communicated in advance to the President and Secretary of the University Committee for approval. For the purposes of these regulations, students at the centre who have been sanctioned shall have a period of three days, starting from the day after notification of the decision, to appeal to the Vice-Chancellor of the University by means of a written letter addressed to him or her.

If no appeal is lodged by the student of the affiliated centre within the specified period, the sanction shall become final.

ADDITIONAL PROVISION

References to persons identified in the masculine gender are understood to refer equally to the feminine gender. Thus, the term Vice-Chancellor is understood to refer to Rectora, student is understood to refer to student, teacher to teacher, and so on.

FINAL PROVISION

These regulations shall take effect from the 2025-2026 academic year.