

**WELLBEING RULES
EUROPEAN PROFESSIONAL CENTRE OF MADRID**

Statement of Reasons

Article 10.1 of the Spanish Constitution proclaims that the dignity of the person, the inviolable rights inherent to them, the free development of their personality, respect for the law and the rights of others are the foundation of political order and social peace. In Article 27.2, the Spanish Constitution enshrines the right to education as a fundamental right. In this regard, [Law 2/2010, of June 15](#), on Teacher Authority, recognises, both academically and disciplinarily, that authority as the primary guarantee that each student's individual enjoyment of that right is not hindered, thus ensuring the rights of all. This guarantee also extends to the authority of management teams in the performance of their duties and, in particular, to the principal.

Organic Law 2/2006, of May 3, on Education, establishes in Article 124 that schools shall draw up a coexistence plan to be incorporated into the general annual program, which shall include all activities planned to promote a good atmosphere of coexistence within the school, the specific rights and duties of students, and the corrective measures applicable in the event of non-compliance, in accordance with current regulations for the peaceful resolution of conflicts, with special attention to actions to prevent gender violence, promote equality, and non-discrimination. The rules of coexistence and conduct of the centers are mandatory and must specify the duties of the students and the corrective measures applicable in case of non-compliance, taking into account their personal situation and conditions.

Furthermore, [Law 2/2016, of March 29](#), on Gender Identity and Expression, Social Equality, and Non-Discrimination in the Madrid Autonomous Region, and [Law 3/2016, of July 22](#), on Comprehensive Protection against LGBTIphobia and Discrimination on the Basis of Sexual Orientation and Identity in the Madrid Autonomous Region, require that the various situations of the persons covered by them be included and reflected in the coexistence plan of educational centers, in accordance with the definitions they contain in relation to the terms Trans and LGBTI.

Finally, Decree 32/2019, of April 9, of the Madrid Autonomous Region establishes the regulatory framework for coexistence in educational centers, and although this Decree does not apply to private non-subsidized centers, these centers may nevertheless adapt

its regulations to the provisions thereof, respecting in all cases the principles that guarantee legal certainty, especially with regard to disciplinary proceedings, which must take into account the proportionality of the corrective measures applied, the non-duplication of corrective measures for the same offense committed, the right to a hearing and to present arguments, and written notification of the decisions taken.

In accordance with this regulatory framework, the European Professional Centre of Madrid approves these Rules of Conduct in order to promote a good atmosphere of coexistence within the Center and in the work environments where student training takes place, the specification of the rights and duties of students and the corrective measures applicable in the event of non-compliance with current regulations for the peaceful resolution of conflicts.

These Wellbeing rules are divided into four sections. Section I deals with **Conduct at the European Professional Centre of Madrid**, covering students, teaching staff, and non-teaching staff, and establishing the basis for conduct.

Title II regulates the **Wellbeing Committee of the European Professional Centre of Madrid**, as well as the measures to be implemented as prevention and response to cases of non-compliance with these rules.

Title III refers in particular to the **Regulations against Harassment** and their special link to these rules.

Finally, Title IV of these Wellbeing Rules incorporates the content of **the Disciplinary Regulations of the European Professional Centre of Madrid** and determines the body responsible for exercising disciplinary powers in accordance with their respective rules. In this regard, these Rules of Conduct provide details of disciplinary procedures, as well as the grading of sanctions and the establishment of educational and remedial measures of type.

TITLE I: WELLBEING

Art. 1. Purpose

The purpose of these rules is to establish the basis for coexistence within the European Professional Centre of Madrid, allowing, where appropriate, the use of mediation as a means of resolving conflicts that could disrupt or prevent the normal performance of its essential functions.

Art. 2. Subjective scope of application

- 1- The provisions of this Title I shall apply to the entire educational community, comprising students, teaching staff, and administrative and service personnel.
- 2- In the event of conflicts arising between students, the Wellbeing 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 will be responsible for coordinating the appropriate actions and measures.
- 4- In the event of conflicts arising between teaching or non-teaching staff and students, a specific wellbeing 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 European Professional Centre of Madrid.

Art. 3. Rules of coexistence

All members of the educational community to whom these rules apply, within the scope of their respective functions at the European Professional Centre of Madrid, shall promote:

- 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, freedom of teaching and Chair, and academic freedom;
- c) the elimination of all forms of violence, discrimination, or sexual harassment based on 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 assets and resources of the European Professional Centre of Madrid, as well as 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 name and symbols of the European Professional Centre of Madrid in accordance with established protocols.

Art. 4. Prevention and response measures

The European Professional Centre of Madrid will have specific procedures in place to coordinate situations that violate these Wellbeing Rules in its centers and to adequately address any complaints or reports of violations.

The foregoing is without prejudice to the measures and protocols already implemented at the European Professional Centre of Madrid and detailed in the Protocol against sexual harassment, gender-based harassment, and discriminatory harassment at the European Professional Centre of Madrid, which is published on its website.

TITLE II. THE WELLBEING COMMITTEE

Art. 5. The Student Wellbeing Committee

The European Professional Centre of Madrid has established a Wellbeing Committee that will ensure compliance with these rules when the conflict involves at least two students from the center.

The Wellbeing Committee will be composed of the Director of the Center, the head of studies, a teacher, and a student representative. All of them will be appointed by the Director of the Center.

The Guidance Counselor of the European Professional Centre of Madrid may attend the meetings of the Coexistence Committee, but shall in no case have the ability to decide, their attendance being solely for advisory purposes.

TITLE III: ANTI-HARASSMENT POLICY

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

The European Professional Centre of Madrid, in accordance with its commitment to not tolerate any type of sexual harassment, gender-based harassment, or discriminatory harassment, will establish a protocol applicable to all students enrolled at the Center.

The European Professional Centre of Madrid is committed to resolving student complaints and reports of sexual harassment, gender-based harassment, or discriminatory harassment, which will be processed and, where appropriate, resolved with the necessary guarantees, within the scope of the European Professional Centre of Madrid's responsibility as an educational institution and always with the added 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

effect of undermining the dignity of a person, such as sexual harassment, harassment on the grounds of sex, or discriminatory harassment on the grounds of sex, as defined by Organic Law 3/2007 of March 22 on effective equality between women and men, shall be punished as a very serious offense.

TITLE IV: DISCIPLINARY RULES

CHAPTER I: DISCIPLINARY AUTHORITY

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

1. This Title IV shall apply only to students of the European Professional Centre 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 the persons designated for that purpose.
3. Teachers, in the exercise of their administrative, teaching, educational, and disciplinary duties, 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, teachers 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 formalized in writing in the appropriate document, without prejudice to any evidence that may be pointed out or provided in defense of the respective rights or interests.

Art. 8. The Disciplinary Committee

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

- President: the Director of the European Professional Centre of Madrid
- Secretariat: Head of Studies
- Members: two people appointed annually by the Director of the Center, who will remain in office until two new members are appointed to replace them.

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 duties:

- Gather 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.
- Requesting the Disciplinary Committee to adopt any precautionary measures deemed appropriate for the proper conduct of the investigation.
- Proposing 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 offense and liability.
- Issue the sanctions established by the Disciplinary Committee to the offenders, which will 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 applicable and depending on their different basis, the determination of academic responsibilities through the exercise of disciplinary powers regulated in these regulations.

CHAPTER II: DISCIPLINARY OFFENSES

Art. 10. Disciplinary offenses or misconduct

Actions or omissions committed by students of the European Professional Centre of Madrid, classified as such in these regulations, are considered offenses or disciplinary offenses.

Likewise, breaches of academic responsibilities, duties, or obligations of students established in the internal regulations of the European Professional Centre of Madrid and in state and regional regulations may also be considered offenses.

Art. 11. Very serious offenses

Very serious offenses are behaviors that significantly disrupt the order that must prevail at the European Professional Centre of Madrid, 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 serious disrespect towards any member of the educational community (teaching or non-teaching staff), subcontracted personnel, or personnel belonging to any other public or private organization or institution where the student is pursuing their training.
- c. Hazing that seriously undermines the honor, 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 behavior that has the purpose or effect of undermining a person's dignity, such as sexual harassment, gender-based harassment, or discriminatory harassment

discriminatory harassment on the basis of sex, as defined by Organic Law 3/2007 of March 22 on effective equality between women and men.

- f. The possession, consumption, distribution, or trafficking of drugs, narcotic substances, and psychotropic substances in the educational environment within the European Professional Centre of Madrid or in its immediate vicinity.
- g. Showing signs of being under the influence of alcohol or drugs, narcotics, or psychotropic substances on the premises of the European Professional Centre of Madrid 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. This includes, but is not limited to: plagiarism, the use of unauthorized Artificial Intelligence (AI), copying or using unauthorized notes or any other unauthorized 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 pictures or recordings of classes without express authorization 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 using the Center's technological tools by any means.
- l. Obtaining, by any fraudulent means or abuse of trust, the content of a test, exam, or knowledge assessment, for one's own benefit or that of others, before it is administered; or, once the assessment has been administered, attempting to steal, alter, or destroy formulas, questionnaires, notes, or grades, for one's own benefit or that of others.
- m. The interception of private communications in the educational environment and/or their dissemination.

- n. The interception of emails or their distribution when prohibited by the sender.
- o. The indictment or research in criminal proceedings for a crime, in a manner that could cause harm to the European Professional Centre of Madrid.
- p. Being convicted by a final judgment in criminal proceedings.
- q. Violent opposition to academic events or compliance with educational regulations.
- r. Unauthorized access to the computer systems of the European Professional Centre of Madrid; disruption of their operation; modification or fraudulent use of electronic files.
- s. Falsification, theft, or destruction of academic documents or the use of false documents at the European Professional Centre of Madrid.
- t. Any other act, conduct, or behavior described in the preceding paragraphs that takes place in public or private institutions where the student is receiving academic training.
- u. Any other act, conduct, or behavior in which the student has engaged inside or outside the European Professional Centre of Madrid, which, due to its particular seriousness, directly or indirectly damages or undermines the good image and prestige of the European Professional Centre of Madrid or any of its members.
- v. Committing two serious offenses during one academic year or three offenses during two academic years.
- w. Repeatedly violating the smoking ban after having been previously sanctioned for a serious offense.
- 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 authorized speed.
- y. Violating the established health and safety rules and protocols at the facility of the European Professional Centre of Madrid or at the centers where training in companies or affiliated entities is carried out, especially those concerning the health protection measures required at any given time.
- z. Violating, outside the premises of the European Professional Centre of Madrid, the safety rules and protocols issued by the health authorities, provided that such violation seriously affects the health safety of the European Professional Centre of Madrid or the good name and values of the European Professional Centre of Madrid and its students.

Art. 12. Serious offenses

Serious offenses are behaviors that significantly disrupt the order that must prevail at the European Professional Centre of Madrid, specifically the following:

- a. Failure to comply with safety or toxic or hazardous waste regulations when participating in learning activities, especially those involving the handling of hazardous substances.
- b. Damaging, tampering with, deteriorating, or stealing the works and property of the European Professional Centre of Madrid, as well as damaging, tampering with, deteriorating, or stealing the works, belongings, and property of any member of the educational community.
- c. Engaging in conduct that is humiliating to the educational institution or its members that is not subject to being considered a very serious offense.
- d. Distributing, through the electronic networks of the European Professional Centre of Madrid or by any other means, material or statements that are offensive to the image of any member of the educational community or the Center 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 offense.
- 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% of the authorized speed
- h. Any other act, conduct, or behavior in which the student has engaged inside or outside the European Professional Centre of Madrid, and which is likely to damage or undermine, even indirectly or partially, the good image and prestige of the European Professional Centre of Madrid or any of its members.
- i. Violating the established safety rules and protocols in the facility of the European Professional Centre of Madrid or at the training centers or affiliated entities, especially those concerning health protection measures, provided that such violations are not very serious.
- j. Violating the safety rules and protocols issued by the health authorities outside the premises of the European Professional Centre of Madrid, provided that such violation seriously affects the health safety of the European Professional Centre of Madrid or the good name and values of the European Professional Centre of Madrid and its students, and that they are not very serious offenses.
- k. Committing two minor offenses during one academic year or three minor offenses during two academic years.

Art. 13. Minor offenses

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

- a. Carrying out activities that slightly disrupt the normal functioning of the European Professional Centre of Madrid or any of its services.
- b. Performing acts that cause minor damage to university property or to the property of the educational community.
- c. Smoking on the premises of the European Professional Centre of Madrid (outdoor or indoor fields) or in any of the public or private centers or institutions where the student is receiving training (outdoor or indoor fields).
- d. Refusal to register attendance in the classroom using the technological tools of the European Professional Centre of Madrid.
- e. Refusal to identify oneself on campus when requested to do so by the persons designated for that purpose.
- f. Failure to comply with traffic regulations on university campuses that constitute a minor offense, such as:
 - a. Parking in unauthorized areas
 - b. Driving at speeds exceeding the authorized 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 European Professional Centre of Madrid or to the educational community.

h. Any other act, conduct, or behavior 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 behavior in which the student has engaged inside or outside the European Vocational Training Center of Madrid, which is not serious and which is likely to damage or undermine, directly or indirectly, the good image and prestige of the European Professional Centre of Madrid or any of its members.

CHAPTER III: DISCIPLINARY SANCTIONS

Art. 14. Sanctions corresponding to very serious offenses

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

- The inclusion in the academic transcript of the offense 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 right to sit the corresponding call for entries.
- Expulsion from the European Professional Centre of Madrid.

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 offenses relating to falsification or fraud by any means of the academic performance verification systems, when committed for the first time, will result in the following penalties:

a) If the infringement was committed during an Ordinary Exam period, the Ordinary Exam period and the Extraordinary exam period will be lost.

b) If the offense was committed during the Extraordinary exam period, the student will lose the right to take the Extraordinary exam period.

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

d) Additionally, depending on the seriousness of the offense, 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 Disciplinary Committee.

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

5. When a very serious offense relating to the falsification or fraud by any means of academic performance verification systems has 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 during the academic year in which the offense occurred and the following academic year.

ii) Loss of priority in the selection of internship positions.

iii) Loss of the right to undertake study abroad.

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

7. The penalties corresponding to very serious offenses 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 offenses that have a specific procedure shall be governed by their own chapter.

Art. 15. Penalties for serious offenses

1. Serious offenses may be punished, depending on the severity of the offense and the damage caused, with:

- Inclusion of the offense committed and the penalty imposed in the academic transcript.
- Suspension of student status for a period of one week to one month.
- Loss of the academic year's call for entries.

2. In cases where damage has been caused to the property of the European Professional Centre of Madrid, 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 offenses may be replaced by educational or remedial type measures, in accordance with the provisions of Article 18, except as provided in the preceding paragraph.

4. Serious offenses referred to in Articles 12 g) and 13 f) shall follow the procedure set forth in Chapter VIII.

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

Article 16. Penalties for minor offenses

1. Minor offenses 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 sanction 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 the property of the European Professional Centre of Madrid, the value of the damage or the cost of repairs must also be reimbursed.
 4. Penalties for minor offenses may be replaced by educational or remedial type measures, in accordance with the provisions of Article 18, except as provided in 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 the educational environment
- Spontaneous repentance, by the communication of the offense to the educational authorities of 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 offenses with the application of educational measures. Such measures shall result in the extinction of the student's liability.
2. Type educational measures may consist of participation in volunteer, sports, or cultural activities; assistance to students with disabilities; activities

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

Art. 19. Statute of limitations for offenses and sanctions

1. Infractions that have not been sanctioned shall be prescribed: very serious infractions after two years, serious infractions after one year, and minor infractions after six months, counting from the date on which the act was committed.
2. Penalties that have not been enforced shall expire: those imposed for very serious offenses after two years, those imposed for serious offenses after one year, and those imposed for minor offenses after six months, counting from the date on which the penalty decision becomes final.
3. Entries in the academic transcript of penalties imposed on students may be deleted at the student's request and with the prior approval of the Center's Management Board, provided there is justification for doing so, based on good conduct and behavior after the penalty was imposed:
 - i. after one year in the case of a penalty for a minor or serious offense, or two years in the case of a penalty for a very serious offense.
 - ii. They may only be canceled if the student has not been sanctioned again during the period indicated above.

Penalties consisting of expulsion will not be canceled. These periods will be counted

from the date on which the penalty has been fully served. **CHAPTER IV: ORDINARY**

DISCIPLINARY PROCEDURE

Art. 20. Initiation

1. Disciplinary proceedings shall be initiated by agreement of the Disciplinary Committee of the European Professional Centre of Madrid as a result of a complaint or request and reasoned report from any member of the educational 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 Center's Management Board may delegate the initiation of the proceedings to any other body or person designated for that purpose.

Art. 21. Conduct of the proceedings and decision

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 appropriate 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 sanction(s), 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 Management Board of the European Professional Centre of Madrid 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 decision of the Management Board of the European Professional Centre of Madrid.

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 educational 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 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, paralyzing, distorting, or impeding the year of the proceedings prevent the complete processing of the proceedings.

CHAPTER V: SUMMARY PROCEEDINGS 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 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 an offense that constitutes a violation of the smoking ban on university campuses, the persons designated for this purpose by the European Professional Centre of Madrid shall deliver a notice of sanction to the student, which must be signed by the student, the designated person, and, where appropriate, a witness.
2. This penalty notice shall be forwarded to the Executive Committee of the European Professional Centre of Madrid 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 offense: private warning (minor offense).
 - b. Two offenses: suspension of student status for two days (minor offense).
 - c. Three offenses: suspension of student status for 7 days (serious offense).

d. Four offenses: suspension of student status for 15 days and a record in the academic transcript (serious offense).

5. If a student accumulates more than four offenses 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 offense, 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 program and within this Center's "Zero Tolerance for Drugs" plan, a summary procedure is established for imposing penalties when the offenses provided for in Articles 11.f) and 11.g) have been committed.

Art. 23. Delegated Committee

1. The Disciplinary Committee delegates to the Executive Committee, composed of the President and the Secretary of the Disciplinary Committee, the imposition of the sanctions set forth in this article in the event that students commit the infractions provided for in articles 11.f) and 11.g). When a student is caught in the situations described in Articles 11.f) and 11.g) within the European Professional Centre of Madrid or in its immediate vicinity, the persons designated for this purpose by the European Professional Centre of Madrid 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 Executive Committee of the European Professional Centre of Madrid for the purposes of recording it and, in light of the information provided, issuing the disciplinary decision. This Committee is empowered, depending on the circumstances of each case, to apply the principles or procedures of the ordinary procedure.

3. The penalties 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 severity of the offense, in the case of consumption, possession, or ownership of drugs, narcotics, or psychotropic substances, or when the student shows signs of being under the influence of alcohol, drugs, narcotics, or psychotropic substances.

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

b. Expulsion from the European Professional Centre of Madrid in the case of trafficking or distribution of drugs, narcotic substances, and psychotropic substances, with 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 rehabilitative 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 OFFENSES PROVIDED FOR IN ARTICLES 11 h) i) j) k), l) and l).

Art. 24. Summary proceedings for the offenses provided for in Articles 11 h), i), j), k), and l)

1. The teacher who has detected the acts referred to in Article 11 h) to l) shall issue a report to be sent to the Head of Studies.
2. The Head of Studies will forward the report to the President of the committee for the purpose of enforcing the sanction.
3. The President of the Committee or the secretary will forward it to the relevant departments to notify the student of the sanction.
4. The sanction corresponding to the offense recorded in the file will only be removed following a report from the Head of Studies justifying this, and in particular before the student has completed the year of the qualification they have studied.

5. The sanctions provided for in this chapter may only be appealed to the Center's Management Board.

CHAPTER VIII: SUMMARY PROCEDURE FOR TRAFFIC VIOLATIONS

Art. 25. Summary procedure with delegation of competencies for traffic offenses

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.

When a student commits an act that constitutes a violation of traffic regulations on university campuses, the persons designated for this purpose by the European Professional Centre of Madrid shall forward a report containing information on the offense to the President of the Disciplinary Committee of the European Professional Centre of Madrid for analysis by said Committee.

Penalties:

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

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

CHAPTER IX: EXTRAORDINARY PROCEDURE FOR VIOLATIONS OF ARTICLE 11

e) Sexual harassment or harassment based on sex and discriminatory harassment.

Art. 26. On the referral of proceedings to the Harassment Commission

The European Professional Centre of Madrid, in accordance with its commitment to not tolerate any type of sexual harassment or harassment based on gender and discriminatory harassment, establishes the extraordinary procedure, applicable to all students enrolled at the European Professional Centre of Madrid, for the imposition of sanctions when the infractions provided for in Article 11 e) have been committed.

a) The Disciplinary Committee 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 offenses provided for in Article 11 e).

b) When a student or students are reported in the proceedings referred to in Article 11 e) within the European Professional Centre of Madrid 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 Investigator and/or the Disciplinary Committee 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, paralyzing, distorting, or impeding the year of the proceedings prevent the complete processing of the proceedings.

The sanction imposed in these extraordinary proceedings shall be of the final type and may only be appealed before the Director of the European Professional Centre of Madrid, in accordance with the provisions of Article 21.5 of these rules.

Art. 27. Disciplinary sanctions applicable in cases of harassment

The penalty for acts covered by Article 11 e) shall be expulsion from the European Vocational Training Center in Madrid. This penalty shall have the type of finality, so that it may only be appealed to the Management Board of the European Professional Centre of Madrid under the terms set out in Article 21.5 of these rules.

CHAPTER X: EXCEPTIONAL PROCEDURE

Article 28. Exceptional procedure for particularly serious cases

Exceptionally, when the alleged conduct constitutes a very serious offense and the circumstances in which it occurred are particularly serious, the Disciplinary Committee may, after hearing the interested party and without further proceedings, agree to impose the sanction.

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, paralyzing, 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 before the Management Board of the European Professional Centre of Madrid, in accordance with the provisions of Article 21.5 of these rules.

ADDITIONAL PROVISION

References to persons identified in the masculine gender are also understood to refer to the feminine gender. Thus, the term director is understood to refer to female director, the term head of studies is understood to refer to female head of studies, student is understood to refer to female student, teacher to female teacher, and so on.

FINAL PROVISION

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