

EUROPEAN PROFESSIONAL CENTRE OF MADRID TRAINING CENTRE WELLBEING RULES

Explanatory Memorandum

Article 10.1 of the Spanish Constitution proclaims that the dignity of the person, the inviolable rights inherent to him/her, the free development of the personality, respect for the law and the rights of others are the foundation of political order and social peace. Article 27.2 of the Spanish Constitution enshrines the right to education as a Core right. In this sense, [Law 2/2010, of 15 June](#), on the Authority of the Teacher, recognised, both in academic and disciplinary terms, this authority as the first guarantee that the individual enjoyment of this right by each pupil is not hindered, and that the rights of all are thus ensured. This guarantee also extends to the authority of management teams in the performance of their duties, and in particular that of the head teacher.

Article 124 of Organic Law 2/2006, of 3 May, on Education, establishes that schools shall draw up a coexistence plan which shall be incorporated into the annual general programme and which shall include all the activities planned with the aim of fostering a good climate of coexistence within the school, specifying the rights and duties of pupils 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 for the prevention of gender-based violence, equality and non-discrimination. The rules of coexistence and conduct of the centres are mandatory and must specify the duties of students and the corrective measures applicable in the event of non-compliance, taking into account their personal situation and conditions.

On the other hand, [Law 2/2016, of 29 March](#), on Gender Identity and Expression and Social Equality and Non-Discrimination of the Madrid Autonomous Region and [Law 3/2016, of 22 July](#), on Comprehensive Protection against LGTBiphobia and Discrimination on Grounds of Sexual Orientation and Identity in the Madrid Autonomous Region, require the inclusion and reflection in the coexistence plan of educational centres of the various situations of the persons covered by them, in accordance with the definitions they contain in relation to the terms Trans and LGTBI.

Finally, Decree 32/2019, of 9 April, of the Madrid Autonomous Region establishes the regulatory framework for coexistence in schools, and although this Decree does not apply to private, non-subsidised schools, these schools may nevertheless adapt their rules of coexistence to the needs of their pupils.

The principles guaranteeing legal certainty shall be respected, especially with regard to the disciplinary procedure, which shall provide for proportionality of the corrective measures applied, non-duplication of corrective measures for the same offence committed, the right to a hearing and allegation, and written communication of the decisions adopted.

In accordance with this regulatory framework, the European Professional Centre of Madrid approves these Rules of Coexistence with the aim of fostering a good climate of coexistence within the Centre and in the working environments where the students' Training is provided, specifying the rights and duties of the students and the corrective measures applicable in the event of non-compliance in accordance with the regulations in force for the peaceful resolution of conflicts.

These Wellbeing Rules are divided into four Degrees. Degree I deals with **Coexistence at the European Professional Centre of Madrid**, which includes the student body, teaching staff and non-teaching staff, establishing the basis for coexistence.

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

Degree III deals in particular with the **Anti-Harassment Regulation** and its special link to the present rules.

Finally, Title IV of the present Rules of Coexistence incorporates the contents of the **Disciplinary Regulations of the European Professional Centre of Madrid** and determines the body responsible for the exercise of disciplinary powers in their respective rules. In this sense, these Coexistence Regulations provide the details of the disciplinary procedures, as well as the Graduation of sanctions and the establishment of educational and remedial measures.

DEGREE I: COMMUNITY 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 alter it or impede the normal development of its essential functions.

Art. 2. Scope of application

- 1- The provisions of this Degree shall apply to the entire educational community, comprising the student body, teaching staff and administrative and service staff.
- 2- In the event of conflicts arising between students, the Coexistence Committee will be responsible for coordinating the corresponding measures contemplated in these regulations.
- 3- In the event of conflicts of coexistence between teaching and non-teaching staff, the Human Resources Department will 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, with a designated 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. Community Wellbeing Rules

All members of the educational community to which these rules apply, within the scope of the functions that each of them performs 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 favour of vulnerable groups;

- b) freedom of expression, the right of assembly and association, freedom of education and the Chair;
- 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 belief, 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 of any other agreed 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 Rules of Coexistence in its centres and to provide an appropriate channel for complaints or denunciations that may be presented regarding the violation of these Rules of Coexistence.

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

TITLE II. THE COEXISTENCE COMMISSION

Art. 5. The Student Wellbeing Committee

The European Professional Centre of Madrid has set up a Wellbeing Committee which will ensure compliance with these rules when the conflict involves at least two students.

The Wellbeing Committee will be made up of the Head of School, the Head of Studies, a teacher and a student representative. All of them will be appointed by the Head of School.

The Guidance Counsellor of the European Professional Centre of Madrid may attend the meetings of the coexistence committee, but does not have any decision-making powers, and his or her attendance is for advisory purposes only.

DEGREE III: ANTI-HARASSMENT LEGISLATION

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

The European Professional Centre of Madrid, in accordance with its commitment not to tolerate any kind of sexual or gender-based harassment and discriminatory harassment, will establish a Protocol to be applied to all students Enrolled in the Centre.

The European Professional Centre of Madrid undertakes to resolve claims, complaints and reports from students regarding sexual or gender-based harassment or discriminatory harassment, which will be processed and, where appropriate, resolved with due guarantees, within the responsibility of the European Professional Centre of Madrid as an educational institution and always as an additional guarantee provided by the Legal System.

In accordance with the provisions of art. 11. e) of the present regulations in the disciplinary rules section, any verbal or physical act or conduct, which has the purpose or produces the

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

DEGREE IV: DISCIPLINARY RULES

CHAPTER I: DISCIPLINARY POWERS

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

1. This Degree IV shall apply only to students of the European Professional Centre of Madrid.
2. The disciplinary powers deriving from these regulations shall be exercised as follows:
 - Initiation shall be agreed by the Disciplinary Commission established in the following Article.
 - Proceedings shall be conducted by the persons designated for this purpose.

Art. 8. The Disciplinary Commission

1. For the purposes set out in the previous article, a permanent Disciplinary Commission shall be set up within the European Professional Centre of Madrid, whose actions shall be governed by the principles of legality, justice, proportionality and fairness. The Commission shall be composed of the following members:
 - Chair: the Director of the European Professional Centre of Madrid
 - Secretariat: Head of Studies
 - Members: two persons appointed by the Director of the Centre each year, who shall remain in office until two new members are appointed to replace them.

2. An Instructing Officer and a secretary shall be appointed. They shall be responsible for investigating the disciplinary proceedings and shall have the following functions:

- Gather as much factual information as possible.
- To take such evidence as it deems appropriate to clarify the facts that have led to the opening of disciplinary proceedings.
- To request the Disciplinary Commission to adopt the precautionary measures deemed appropriate for the proper conduct of the investigation.
- Propose to the Disciplinary Committee, once the evidence obtained to that effect has been studied, the corresponding sanction or the closing of the file on the grounds of non-existence of infringement and responsibility.
- Issue the offenders with the sanctions established by the Disciplinary Committee, which will be passed on 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 taking into account their different grounds, the determination of responsibilities of an academic nature through the exercise of the disciplinary powers regulated in these regulations.

CHAPTER II: DISCIPLINARY OFFENCES

Art. 10. Disciplinary offences or misdemeanours

Actions or omissions committed by students of the European Professional Centre of Madrid, as defined as such in these rules, are considered offences or disciplinary offences.

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

Art. 11. Very serious misconduct

Very serious misconduct is defined as behaviour that very notably disturbs the order that should prevail at the European Professional Centre of Madrid, and 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. Aggression in word or deed, as well as very serious disrespect towards any member of the educational community (teaching or non-teaching), staff of subcontracted companies or belonging to any other public or private body or institution in which the student carries out their Training.
- c. Hazing that seriously undermines the honour, dignity or personality of the victim.
- d. Any action involving discrimination of any kind and by any means, including electronic means.
- e. Any verbal or physical act or conduct, which has the purpose or effect of violating the dignity of a person as sexual harassment, harassment on grounds of sex or discriminatory harassment on grounds of sex, as defined by Organic Law 3/2007, of 22 March, for effective equality between women and men.
- f. Possession, possession, use, consumption, distribution or trafficking of drugs, narcotic and psychotropic substances in the educational environment within the European Professional Centre of Madrid or in its immediate vicinity.
- g. Show signs of being under the influence of alcohol or drugs, narcotic or psychotropic substances on the premises of the European Professional Centre of Madrid or in its immediate vicinity.
- h. Plagiarism, in whole or in part, of intellectual works of any kind.

- i. Taking images or recordings of lessons without being expressly authorised to do so and in the case of recorded lessons disseminating them via networks or media.
- j. Impersonating or benefiting from the personality of another in acts of academic life.
- k. Having a mobile phone or any other electronic device available during the assessment tests.
- l. Taking by any fraudulent means or by abuse of trust the contents of a test, examination or knowledge check, for one's own or another's benefit, prior to its completion; or after the assessment has been carried out seeking to remove, alter or destroy formulas, questionnaires, marks or grades, for one's own or another's benefit.
- m. The interception of private communications and/or their dissemination in the field of education.
- n. The interception of e-mails or their distribution when prohibited by the sender.
- o. The accusation or research in criminal proceedings for a criminal offence, in a way that may cause damage to the European Professional Centre of Madrid.
- p. Be convicted by a final judgement in criminal proceedings.
- q. Violent opposition to the holding of academic events or to the observance of educational standards.
- r. Unauthorised entry into the computer systems of the European Professional Centre of Madrid; 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 European Professional Centre of Madrid.
- t. Any other act, conduct or behaviour described in the previous paragraphs, which takes place in public or private institutions where the student is receiving academic training.

- u. Any other act, conduct or behaviour in which the student has been involved 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 offences in the period of one academic year or three in two academic years.
- w. Repeatedly failing to comply with the smoking ban after having been previously sanctioned as a serious offence.
- x. Breaking the rules of the road on university campuses, such as, but not limited to, the following:
 - a. Driving in a prohibited direction causing damage to other vehicles or damage to property or persons.
 - b. Driving faster than the permitted speed whenever the speed exceeds more than 50% of the authorised speed.
- y. Infringing in the facilities of the European Professional Centre of Madrid or in the centres where the Training is carried out in partner companies or entities, the established safety and/or health rules and protocols, especially those concerning COVID-19 health protection measures.
- z. Violate outside the premises of the European Professional Centre of Madrid, the safety rules and protocols issued by the health authorities, provided that such violation affects in a very serious way 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 misconduct includes

Serious misconduct is behaviour that significantly disturbs the order that should prevail at the European Professional Centre of Madrid and, specifically, the following:

- a. Failure to comply with safety, toxic or hazardous waste regulations when participating in Learning activities, especially those involving the handling of hazardous substances.
- b. Mutilation, manipulation, deterioration or theft of the works and heritage of the European Professional Centre of Madrid, as well as the mutilation, manipulation, deterioration or theft of works, belongings and heritage of any member of the educational community.
- c. Behaving in a way that is vexatious to the educational institution or its members that is not subject to being considered very serious misconduct.
- d. Acting to seek or procure the falsification or defrauding of performance monitoring systems, whether as a beneficiary or as a necessary co-operator.
- e. Distribute through the electronic networks of the European Professional Centre of Madrid or by any other means, material or statements offensive to the image of any member of the educational community or of the Centre itself.
- f. Falsify personal or another colleague's registration in the technological tools of the European Professional Centre of Madrid by any means.
- g. Collaborating with, concealing or encouraging conduct or acts constituting gross misconduct or acts constituting gross misconduct or acts constituting gross misconduct.
- h. Repeatedly failing to comply with the smoking ban after having been previously sanctioned as a minor offence.
- i. Breaking the rules of the road on university campuses such as, but not limited to, the following:
 - a. Driving in a prohibited direction
 - b. Driving faster than the permitted speed whenever you exceed the speed limit by more than 30% of the authorised speed.
- j. Any other act, conduct or behaviour that the student has engaged in inside or outside the European Professional Centre of Madrid, and that is likely to

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.

k. Infringing in the facilities of the European Professional Centre of Madrid or in the work experience centres or agreed entities, the established safety rules and protocols, especially those concerning COVID-19 health protection measures and which are not very serious misconduct.

l. 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 and that they are not very serious offences.

m. Committing two minor offences in the period of one academic year or three in two academic years.

Art. 13. Minor offences

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

a. Carrying out activities that slightly disrupt the normal operation of the European Professional Centre of Madrid or any of its services.

b. Acts that cause non-serious damage to university property or damage to the property of the educational community.

c. Tobacco consumption on the premises of the European Professional Centre of Madrid (outdoor or indoor areas) or in any of the public or private centres or institutions where the student is receiving Training (outdoor or indoor areas).

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 this purpose.
- f. Failure to comply with traffic regulations on university campuses that constitute a minor offence, for example:
 - a. Parking in unauthorised areas
 - b. Driving faster than the authorised speed if it does not exceed 30%.
 - c. Driving in a prohibited direction
 - d. any others of a similar nature
- g. Minor damage to works and property belonging to the assets of the European Professional Centre of Madrid or to the assets of the Education Community.
- h. Any other act, conduct or behaviour described in the previous paragraphs, which is not serious, and which takes place in public or private institutions where the student is receiving Training.
- i. Any other act, conduct or behaviour in which the student has engaged inside or outside the European Professional Centre 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. Penalties for very serious misconduct

- 1. Very serious offences may be sanctioned, 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.
 - The loss of the call(s) for entries in the corresponding academic year.
 - The expulsion of the European Professional Centre of Madrid from the Training.
2. In cases in which damage has been caused to university property, as well as to the property of any of the entities associated with academic or training activities, the value of the damage or the cost of repairs must also be reimbursed.
3. Very serious misconduct relating to plagiarism and the use of fraudulent means to pass the assessment tests will result in the loss of the corresponding call(s) for entries, as well as the reflection of the misconduct and the reason for it in the academic transcript. In this case, the procedure set out in Chapter VII will be applied.
4. The very serious misconduct referred to in Articles 11.f) and 11.g) shall follow the procedure laid down in Chapter VI.
5. The sanctions corresponding to very serious misconduct may be replaced, depending on the circumstances of the specific case, by the application of educational or remedial measures, in accordance with the provisions of Article 18.
6. Very serious misconduct with a specific procedure shall be governed by its own chapter.

Art. 15. Penalties for serious misconduct

1. Serious misconduct may be sanctioned, 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 one week to one month.
 - The loss of the call(s) for entries for the academic year.
2. In cases in which damage has been caused to the assets of the European Professional Centre of Madrid, as well as those of any of its partner organisations

where academic or training activities are carried out, in addition, their value or that of the repair must be reimbursed.

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

4. Serious misconduct as referred to in Art. 12 (d), (e) and (i) shall follow the procedure laid down in Chapter VII.

5. Very serious misconduct with a specific procedure shall be governed by its own chapter.

Art. 16. Penalties for minor offences

1. Minor offences may be sanctioned according to the nature of the facts:

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

2. In the event of a breach of the smoking ban, the provisions of Article 22 shall apply.

3. In cases where damage has been caused to the assets 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 offences may be replaced by the application of 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 sanction within its seriousness will be carried out by the competent bodies, taking into account, in a reasoned manner, the following elements:

- Intentionality
- The degree of disruption of educational coexistence
- Spontaneous repentance, by means of communication of the offence to the education authorities 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. Measures of an educational and remedial nature

1. The Disciplinary Committee may, if duly justified and if it deems it appropriate, substitute the application of sanctions corresponding to very serious misconduct and serious or minor misconduct with the application of educational or remedial measures. These measures shall entail the termination of the student's responsibility.
2. Educational and remedial measures may consist of collaboration in voluntary activities, sports, 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 infringements and penalties

1. Infringements that have not been sanctioned shall expire: very serious infringements after two years, serious infringements after one year and minor infringements after six months, counting from the date on which the act was committed.
2. Sanctions 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 finality of the sanctioning resolution.
3. The annotations on the academic transcript of the sanctions imposed on students may be cancelled at the student's request and provided that justification is given:

- i. after one year in the case of a sanction for a minor or serious infringement or after two years in the case of a sanction for a very serious infringement.
- ii. They can only be cancelled if the student has not been re-sanctioned during the above-mentioned period.

Annotations of sanctions consisting of expulsion shall not be cancelled. These time

limits shall be counted from the time the sanction has been served in full.

CHAPTER IV: ORDINARY DISCIPLINARY PROCEEDINGS

Art. 20. Form of Initiation

1. Disciplinary proceedings shall be initiated by agreement of the Disciplinary Committee of the European Professional Centre of Madrid following a complaint or petition and a reasoned report from any member of the educational community addressed to the President of the Committee. However, the Commission may act ex officio when the interests of the university order so recommend.
2. The Disciplinary Committee, in response to the aforementioned request, may carry out the preliminary actions it deems appropriate in order to determine, on a preliminary basis, whether the circumstances justifying the initiation of disciplinary proceedings are present.
3. Without prejudice to the first subparagraph, the Management Board of the Centre may delegate the initiation of the procedure to any other body or person designated for that purpose.

Art. 21. Conduct of the procedure and decision

1. Once the Disciplinary Commission has adopted the decision to initiate disciplinary proceedings, the decision shall be communicated to the Instructing Officer and to the secretary of the file.

2. The Instructing Officer shall gather all the evidence and statements that he/she deems appropriate to clarify the facts and shall formulate a proposal for a disciplinary decision or a declaration of non-existence of infringement or liability to the Disciplinary Committee for the purposes of the Commission to issue the appropriate decision.
3. The Disciplinary Committee shall issue a disciplinary decision setting out: the facts alleged against the accused, the possible infringement(s), the sanction(s), and the applicable regulations.
4. The sanctioning decision of the Disciplinary Committee shall be communicated in a reliable manner to the defendant.
5. The sanction may be appealed to the Management Board of the European Professional Centre of Madrid, within two calendar days of its notification, by means of a reasoned written appeal. If the appeal is not lodged within the aforementioned period, the sanction will become final for all purposes. No appeal shall lie against the decision of the Management Board of the European Professional Centre of Madrid.
6. The final decision of the Disciplinary Commission shall take effect from the day after it is communicated 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, rebellion or resistance of the student to make a statement to the Instructor and/or the Disciplinary Committee about the facts that gave rise to the disciplinary proceedings, or to accredit receipt of the Communications that are made to him/her under the disciplinary proceedings, shall not in any case prevent the continuation of the processing of the proceedings. Nor shall any actions or omissions by the student that can reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the course of the proceedings be an obstacle to the complete processing of the case.

CHAPTER V: ABBREVIATED PROCEDURE FOR INFRINGEMENTS OF THE SMOKING BAN ON THE UNIVERSITY CAMPUS

Art. 22. Delegated Commission

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

1. When the student commits offences that involve infringing the ban on smoking on university campuses, the persons designated for this purpose by the European Professional Centre of Madrid will issue a penalty notice to be signed by the student, by the designated person and, where appropriate, by a witness.

2. The said notification of sanction shall be forwarded to the Delegate Committee of the European Professional Centre of Madrid for the purposes of its registration.

3. The penalties for infringement of the smoking ban in a single academic year or in different academic 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 misdemeanours: suspension of student status for 7 days (serious misconduct).

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

5. If the student accumulates more than four offences for violating the smoking ban during the same or different academic years, the Delegate Commission will transfer this circumstance to the Disciplinary Commission for the purposes of initiating the appropriate disciplinary procedure for a very serious offence, with the possibility of expulsion.

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

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

CHAPTER VI: ADVISED PROCEDURE FOR INFRINGEMENTS OF ARTICLES 11(f), 11(g). DRUGS 0 TOLERANCE

As part of the Healthy Campus programme and within the "Against drugs, 0 Tolerance" plan of this Centre, an abbreviated procedure is regulated for the imposition of sanctions when the infractions foreseen in article 11.f) and 11.g) have been committed.

Art. 23. Delegated Commission

1. The Disciplinary Committee delegates to the Delegated 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 set out in articles 11.f) and 11.g). When a student is caught in the situations contemplated 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 collect the appropriate evidence, and once the student has been identified, they shall hand him/her a notification of the sanctionable act.
2. The said notification, the evidence and the appropriate report prepared for this purpose shall be forwarded to the Delegated Committee of the European Professional Centre of Madrid for the purposes of recording it, and in the light of the information, to issue the Disciplinary Resolution. 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 acts falling under Art. 11.f) and 11.g) shall be as follows:
 - a. Suspension of student status from 3 to 12 months, depending on the seriousness of the facts, in the case of consumption, possession and possession of drugs, narcotic and psychotropic substances or when the student shows symptoms of being under the influence of alcohol or narcotic and psychotropic substances.

Recidivism may lead to the expulsion of the student and, where appropriate, to the student's academic transcript.

b. Expulsion from the European Professional Centre of Madrid in the case of trafficking or distribution of drugs, narcotic and psychotropic substances and 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 measures provided for in Article 18.

The penalties provided for in this Chapter shall be final for all purposes.

CHAPTER VII: FAST-TRACK PROCEDURE FOR INFRINGEMENTS PROVIDED FOR IN THE ARTICLES 11(h)(i)(j)(k), (l), (x), 12(d), (e), (i) and 13(f).

The penalties under this chapter shall be determined by the seriousness of the offences committed, for which reason Articles 14, 15 and 16 of these rules shall apply.

The sanctions provided for in this chapter shall be final for all purposes and only very serious sanctions may be appealed to the Management Board of the Centre.

Art. 24. Abbreviated procedure for infringements relating to plagiarism and copying

1. Students who commit the offences set out in art. 11 h), i), j), k) and l), relating, among others, to plagiarism or the use of fraudulent means to pass the assessment tests, will be sanctioned with the loss of the corresponding call for entries, as well as with the indication of the offence and the reason for it in the academic transcript.

Failure to comply with Article 12.d) will result in the forfeiture of the corresponding call for entries.

In the case of offences under article 12.e), the student will be sanctioned with the loss of his or her student status.

2. The teacher will issue a report to the Head of Studies.

3. The Head of Studies will send the report to the President of the Committee, in order to proceed with the execution of the sanction. The President of the Committee or the secretary will notify the competent services in order to notify the student of the sanction.

4. The sanction will only be removed when the offence is reflected in the student's file, after a report from the Head of Studies justifying this and, in particular, before the end of the studies of the Degree the student has taken.

Art. 25. Abbreviated procedure with delegation of competencies for traffic offences

The Disciplinary Committee delegates to the Delegated Commission, composed of the President and the Secretariat of the Disciplinary Committee, the imposition of the sanctions reflected in this Chapter.

When a student commits an action that infringes traffic regulations on university campuses, the persons appointed by the European Professional Centre of Madrid shall send the President of the Disciplinary Committee of the European Professional Centre of Madrid a report containing the information relating to the offence so that the Committee can analyse it.

Sanctions:

- Failure to comply with Art. 11(x): suspension of student status for three months.
- Failure to comply with Art. 12 i): suspension of student status for one month.
- Failure to comply with Art. 13 f): suspension of student status for three days.

If the offence committed falls under Articles 11 (x), 12 (i) and 13 (f), the student may be notified directly of the sanction, without any further action being taken.

CHAPTER VIII: EXTRAORDINARY PROCEDURE FOR INFRINGEMENTS OF THE ARTICLE

11 e) Sexual harassment, harassment on grounds of sex and discriminatory harassment.

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

The European Professional Centre of Madrid, in accordance with its commitment not to tolerate any kind of sexual or gender-based harassment 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 offences foreseen in article 11 e) have been committed.

a) The Disciplinary Committee may delegate to the Student Harassment Committee the research through the corresponding investigative body and the proposal for the imposition of sanctions that are reflected in this article in the event that students commit the infractions foreseen in article 11 e).

b) When the student or students are reported in the actions referred to in art. 11 e) within the European Professional Centre of Madrid or in its immediate vicinity, the Harassment Committee shall gather the appropriate evidence and refer it to the Disciplinary Committee for the purposes of its record, and in the light of the information shall issue the sanctioning resolution.

The refusal, rebellion or resistance of the student to make a statement to the Instructor and/or the Disciplinary Committee about the facts that gave rise to the disciplinary proceedings, or to accredit receipt of the Communications that are made to him/her under the disciplinary proceedings, shall not in any case prevent the continuation of the proceedings. Nor shall any actions or omissions by the student that can reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the course of the proceedings be an obstacle to the complete processing of the case.

The sanction handed down in this extraordinary procedure shall be final and may only be appealed to 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 sanction for the acts included in art. 11 e) will be expulsion from the European Professional Centre of Madrid. This sanction shall be final and 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 IX: EXCEPTIONAL PROCEDURE

Art. 28. Exceptional procedure for cases of particular gravity

Exceptionally, when the alleged behaviour is very serious misconduct and the circumstances in which it occurred are particularly serious, the Disciplinary Committee may, after hearing the interested party, and without any further procedure, decide to impose the sanction.

The refusal, rebellion or resistance of the student to make a statement within the exceptional procedure on the facts that gave rise to the opening of the disciplinary proceedings, or to accredit receipt of the communications that are made to him/her under this procedure, shall in no case prevent the continuation of the proceedings. Nor shall any actions or omissions on the part of the student that may reasonably be understood to have been carried out with the intention of delaying, paralysing, distorting or impeding the course of the proceedings be an obstacle to the complete processing of the case.

The sanction handed down 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

The reference to persons whose term is identified in the masculine gender is also understood to refer to the feminine gender. Thus, the term director is understood to refer to director, the term Head of studies is understood to refer to head of studies, student is understood to refer to student, teacher is understood to refer to teacher and so on.

FINAL DISPOSITION

This regulation takes effect from the **Academic year 2024-2025**.