

University Regulations



Student Regulations



CEU

*Universidad
Cardenal Herrera*

STUDENT REGULATIONS

Approved by the Governing Council of the Universidad CEU Cardenal Herrera on 10th March 2017.

Approved by the Board of Trustees of the Universidad CEU Cardenal Herrera, on 7th April 2017.

Universidad CEU Cardenal Herrera

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PART ONE

STUDENT STATUS

ARTICLE ONE. Student status at the CEU-UCH

1. In order to possess student status, i.e. to be considered a student of the Universidad CEU Cardenal Herrera, this person must be registered or enrolled at one of its teaching centres or university institutions on one of its undergraduate, postgraduate or doctoral degrees or university certificate courses, continuing education courses, or other study programmes offered by the Universidad CEU Cardenal Herrera.
2. This status is acquired when registration or enrolment is completed and the student will be provided with a university ID card or another official University document as evidence of this.

ARTICLE TWO. Acquisition of student status at the CEU-UCH

Student status can be acquired in the following ways:

1. By selection for one of the places offered by the University for the study programme in question, after the examination of the legal conditions demanded for access to Spanish universities and after passing the University's admissions process.
2. By transferring from studies at another university. Transfers will be carried out in accordance with the regulations established by the General Secretary's Office of the Universidad CEU Cardenal Herrera. The General Secretary's Office has the right to approve or refuse admission and its decision will be final.
3. Students will be exempt from the normal selection and admissions process for their first enrolment if one or more of the following conditions apply:
 - a. They are students of the Universidad CEU Cardenal Herrera who wish to transfer to another study programme or undertake a further study programme at the same time, on the condition that they can demonstrate compliance with the regulations of their current study programme.
 - b. Those who have already successfully completed a study programme at the Universidad CEU Cardenal Herrera and wish to apply to expand or continue their studies.

ARTICLE THREE. Cessation of student status

Student status will cease when one of the following applies:

- a) The student voluntarily withdraws.
- b) The student completes the studies for which he or she is registered;
- c) The academic disciplinary policy detailed in articles 7ff. of these Regulations requires cessation.
- d) The administrative and enrolment regulations established by the Universidad CEU Cardenal Herrera are found to have been breached.

PART TWO

STUDENT RIGHTS AND RESPONSIBILITIES

ARTICLE FOUR. Rights of CEU-UCH students

The Universidad CEU Cardenal Herrera (henceforth the University) recognizes that those students enrolled at the University have the right to be treated considerately and respectfully by its teaching, administrative and service staff. More specifically, the University recognizes the following rights for its students:

- a) The right to receive a high-quality, up-to-date and expertly provided education comprising different items of knowledge, skills, attitudes and values, especially those which concern Christian humanism, as expressed by the Social Teaching of the Church.
- b) The right to the design of academic activities being a careful and reasonable one, as far as the organization and budget of the University allow this, in such a way as to facilitate combining studies with professional and family life.
- c) The right to receive assistance and guidance during their studies by means of the University's own resources.
- d) The right to receive vocational, academic and professional information and guidance, and to be informed about university matters which affect them, especially with regard to extracurricular university activities, sporting and other health-related activities, university accommodation, and the transition to employment.
- e) The right to receive guidance and individual tutoring during Bachelor's Degree programmes, in order to facilitate adaptation to the university environment and the required levels of academic performance; and, towards the end of Bachelor's and Master's Degree programmes, to receive such support to aid the transition to employment, professional development, further university education or research.
- f) The right to be informed in good time about the final examination schedule. As far as is possible, the final exams of different courses which form part of the same year of study will be scheduled twenty-four hours apart. In any case, students have the right not to have two final exams taking place on the same date and at the same time.
- g) The right to be informed in good time about assessment policies and the grade review process.
- h) The right to assessment which is objective and whenever possible continuous in nature, based on an active learning methodology; the right to appeal against grades awarded by means of the procedure determined for this purpose by the University; and the right to be heard during this process before a final decision is taken. The lecturers must preserve the written materials or documents corresponding to oral exams, as well as any continuous assessment materials, until the end of the following academic year.
- i) The right to be informed of the grades achieved by means of a personalized and efficient procedure. Any limitation to this right must be regulated by the University before it is imposed and must be proportional to the circumstances involved. Refusal to provide a student with a final grade can be appealed against by means of the procedure specified in the corresponding regulation.
- j) The right to have access to facilities which enable teaching and learning activities to proceed normally, especially with regard to those students with a disability, while bearing in mind the material resources available to the University, and to use these facilities in accordance with the regulations governing their use.
- k) The right to participate in social responsibility activities or other extracurricular academic activities which may take place (such as those concerning culture, sport, student representation, volunteering or economic development) and to receive academic recognition for such participation, in accordance with the conditions laid down by the relevant regulations.

- l) The right to receive academic recognition of professional or work-related experience, in accordance with the relevant University regulations.
- m) The right to participate in national or international mobility programmes, in accordance with the relevant legislation and the corresponding University regulations.
- n) The right to be informed about and participate in any programmes and observatories the University undertakes for the purpose of improving employability.
- o) The right to receive health and safety training in accordance with the law and to be provided with the material means appropriate to ensure appropriate health and safety standards are met during learning activities.
- p) The right to enjoy the general benefits made available to university students by current legislation and to apply for any grants or scholarships the University may offer.
- q) The right to vote and be a candidate in student representation elections, in accordance with the appropriate regulations.
- r) The right to freedom of expression, association and assembly in the university environment, within the limits established by law, especially with regard to the dignity of other persons, the Universidad CEU Cardenal Herrera, the Fundación Universitaria San Pablo CEU, and the Asociación Católica de Propagandistas and its ideology.
- s) The right to submit requests, complaints or appeals to the appropriate University authorities.
- t) The right to have their personal data treated in accordance with the Data Protection Law.
- u) The right to equal opportunities, privacy, and not to be discriminated against, in accordance with article 14 of the Spanish Constitution.
- v) The right to have authorship of work carried out during their studies recognized.
- w) The right to lifelong learning at the University, for which the University will establish and publicize the specific admission conditions.
- x) The right to appeal to the University Ombudsman, once all other avenues for appeal have been exhausted.

ARTICLE FIVE. Responsibilities of CEU-UCH students

1. Students must commit to being an active and responsible presence at the University, know its structure, and respect its official regulations, including, but not limited to, the Organizational and Operational Regulations.
2. As an expression of that commitment, the responsibilities of CEU-UCH students are those which are explicitly described in the Organizational and Operational Regulations, which are as follows:
 - a) To study and actively participate in the academic activities which aim to assist in providing a comprehensive education, especially with regard to attending the classes corresponding to the courses they are enrolled on for and studying seriously and responsibly for these courses.
 - b) To treat with respect the other members of the university community and the staff of organizations which the university works alongside or which provide services to it.
 - c) To use with due care and attention the property, equipment, facilities and premises of the University and its partners.
 - d) Not to use nor cooperate in the use of deception during assessment activities nor in official University documents. If this should occur, the student is under the obligation to present the offending material used to his or lecturer, who must retain this material in his or her possession until the end of the following academic year or until it is presented to the relevant authorities. The use of deception will result in disciplinary proceedings being opened against the offending student, in accordance with these Student Regulations.
 - e) To participate responsibly in university activities and cooperate to ensure they can proceed in a normal fashion.

- f) To know and comply with the University's Organizational and Operational Regulations and other regulations.
- g) To know and comply with the internal health and safety regulations, especially those concerning the use of the laboratories for practical sessions and research areas.
- h) To respect the name and reputation of the University, the Fundación Universitaria San Pablo CEU (FUSP; henceforth the Foundation), the Asociación Católica de Propagandistas (ACdP), and their decision-making and executive bodies, and also their symbols and emblems.
- i) To respect the University's academic events, without prejudice to the right to free expression and demonstration.
- j) To exercise and actively encourage non-discrimination, in accordance with article 14 of the Spanish Constitution, towards other members of the university community and the staff of organizations which the University works alongside or which provide services to it.
- k) Where applicable, to exercise the duties appropriate to the representative posts to which they have been elected to.
- l) To inform those whom they represent of the activities and decisions of the bodies at which they represent student interests, along with their own corresponding actions, with the level of discretion required by these bodies.
- m) To participate actively and responsibly in the meetings of the bodies at which they represent student interests, for the purpose of which they have been elected.
- n) To contribute to the improvement of the objectives and operations of the University.
- o) To attend University wearing suitable clothing, one which will enable their identification at all times, as entry into the University's facilities with part or the whole of the face being covered. Clothing should be worn appropriately.
- p) To carry identification at all times, whether this is a national ID card (DNI), passport or student ID card.
- q) To use social networks and the internet in appropriate manner, with especial regard to points b), h) and i).
- r) Any other responsibility deriving from the University's Organizational and Operational Regulations.

ARTICLE SIX. Students with a disability

1. The Universidad CEU Cardenal Herrera will undertake all the actions necessary to ensure that those students with specific needs deriving from a disability or functional diversity can fully exercise and comply with the rights and responsibilities detailed in these Regulations.
2. The University Guidance and Disability Service (SOUAD) will undertake a needs assessment for any necessary adaptations, which will be implemented in coordination with the various Faculties, Schools, Campuses and Services of the University.

PART THREE

ACADEMIC DISCIPLINE

CHAPTER I. GENERAL PROVISIONS

ARTICLE SEVEN. Area of application

1. Students of the Universidad CEU Cardenal Herrera are subject to its academic discipline, the exercise of which is the prerogative of the Rector.
2. The disciplinary procedures established by these Regulations will apply to student conduct on University premises, at affiliated locations, and away from these during activities organized by or under the supervision of the University or any activity related to the student's status as a student at the University.
3. The application of discipline in the areas under the supervision of the different services (Sport, Careers, Languages, Library, etc.) will always be in accordance with these services' own internal regulations. In all cases, sanctions will be applied by the Vice-Rector for Students and University Life, with the relevant Faculty Deans, School Directors, Campus Vice-Rectors and Campus Directors being informed of this.

ARTICLE EIGHT. Regulatory principles.

1. Sanctions may only be imposed with regard to conduct classed by these Regulations as an offence, and in proportion to the nature of that offence.
2. Conduct deemed to constitute an offence must have been carried out deliberately or, at least, recklessly.
3. The sanctions deriving from the application of these regulations are imposed without prejudice to any possible civil, administrative or criminal responsibility.

ARTICLE NINE. Exercise of academic discipline

The exercise of academic discipline is the prerogative of the Rector, in his or her personal capacity or by proxy through the Faculty Deans, School Directors and Campus Vice-Rectors.

CHAPTER II. OFFENCES AND SANCTIONS

ARTICLE TEN. Classification of sanctionable conduct.

Sanctionable conduct is classified as follows:

- a) Minor offences
- b) Serious offences
- c) Very serious offences

ARTICLE ELEVEN. Minor offences

The following are considered to be minor offences:

- a) Failure to comply with the rules established by the academic authorities.
- b) Inconsiderate behaviour towards the academic authorities, lecturers, fellow students, or administrative and service staff.
- c) Inconsiderate behaviour towards any person during events supervised or organized by the University, or in any other circumstance in which the offender's student status is relevant, including any type of practical training.

- d) Wilfully or negligently Inflicting small amounts of damage to University buildings or property. The seriousness of the offence will depend on the extent of the damage caused.
- e) Conduct which is contrary to the decorum required in a university environment.
- f) Violations of the law or any other regulations concerning the use of tobacco or alcohol in any of their forms; violations of public law applicable to the university environment.
- g) Non-compliance with the Organizational and Operational Regulations and any other rules which are based on these regulations.
- h) Any of the minor offences which are characterized as such in the regulations of the University's different services.
- i) The provision by a student of his or her ID card to others and the use of another student's ID card to access University services or equipment.
- j) Any conduct which is not explicitly described in this article and yet which is contrary to the normal functioning of university life and which is, clearly and obviously and in the judgement of the university authorities, damaging to it.

ARTICLE TWELVE. Serious offences

The following are considered to be serious offences:

- a) Behaviour which is seriously inconsiderate, injurious or slanderous towards the academic authorities, lecturers, fellow students, or administrative and service staff.
- b) Behaviour which is seriously inconsiderate, injurious or slanderous towards any person during events supervised or organized by the University, or in any other circumstance in which the offender's student status is relevant, including any type of external practical training.
- c) Serious disobedience to the instructions or stipulations of the academic authorities or their representatives, lecturers, or administration service staff during the exercise of their duties. The seriousness of this disobedience will be assessed by taking into account the importance of the instruction or stipulation and the body issuing it, the degree of obstinacy shown by the offender and the possible repercussions or publicity surrounding the incident.
- d) Inappropriate conduct which seriously damages the University's image, in a context in which the offender's student status is relevant; this is especially the case if social media or the internet is employed.
- e) The use of toxic, intoxicating or psychotropic drugs inside the buildings, premises and other areas which make up the University campus, or presence on campus while clearly under the influence of such substances.
The above substances do not include commercially available tobacco, for which the content of the previous article applies.
- f) Dereliction of the position of responsibility to which he or she has been elected or designated, or irresponsible use of it.
- g) Any sanctionable conduct which is described as being "serious" in the regulations of the different university services.
- h) Documentary deception in any administrative process at the University, without prejudice to the content of the following item in this list.
- i) With regard to examinations and other assessment activities, and for the purposes of illustration only, copying or enabling such copying, using, creating, supplying or providing instruments or technological means for the purpose of copying or illegitimately obtaining information, plagiarism, unauthorised copying or otherwise violating intellectual property rights in submissions which may contribute to a student's final grade, unauthorized access to or gaining possession of, the content of an exam or assessed activity before it takes place, facilitating or arranging for the appropriation, modification or destruction of the content or results of an assessed activity, and impersonating another person in an exam – with both the impersonator, if this person is a student at the University, and the student being impersonated committing a serious offence.
- j) The distribution of recordings of classes or activities without consent.

- k) Conduct classed as a *delito leve* (minor infractions) by the Spanish Criminal Code (*Código Penal*).
- l) Committing two or more minor offences in a twelve-month period.
- m) Wilfully or negligently inflicting serious damage to University buildings or property. The seriousness of the offence will depend on the extent of the damage caused.
- n) Any conduct which is not explicitly described in this article and yet which is seriously contrary to the normal functioning of university life and which is, clearly and obviously and in the judgement of the university authorities, seriously damaging to it.

ARTICLE THIRTEEN. Very serious offences

The following will be considered to be very serious offences:

- a) Very serious disobedience to the instructions or stipulations of the academic authorities or their representatives, lecturers, or administration service staff during the exercise of their duties. The seriousness of this disobedience will be assessed by taking into account the importance of the instruction or stipulation and the body issuing it, the degree of obstinacy shown by the offender and the possible repercussions or publicity surrounding the incident.
- b) Statements or actions which are objectively offensive to any member of the university community with regard to place of birth, race, sex, religion, opinion or any other social or personal circumstances or conditions, when, due to their offensive nature, the possible repercussions and publicity they may generate, such statements or actions may be considered to be especially serious.
- c) Violent conduct causing another person an injury which damages his or her physical or mental health or which causes serious material damage.
- d) Physical or psychological harassment, using computing equipment, mobile telephones or other means, by one or more students of one or more members of the university community, on or off university premises.
- e) The falsification, theft or destruction of academic or administrative public documents and the submission of false documents to University bodies.
- f) Failure to comply with previously imposed sanctions.
- g) Any conduct which constitutes a crime (*delito*) according to the Spanish Criminal Code, except those crimes which the Code classes as minor infractions (*delitos leves*).
- h) The distribution of toxic, intoxicating or psychotropic drugs on the University's facilities
- i) Unauthorized access to the University's computing systems for the purpose of affecting their functioning, modifying them or undertaking any unauthorized use of the files therein.
- j) Wilfully or negligently inflicting very serious damage to University buildings or property. The seriousness of the offence will depend on the extent of the damage caused.
- k) Committing two or more serious offences in a twelve-month period.
- l) Any conduct which is not explicitly described in this article and yet which is very seriously contrary to the normal functioning of university life and which is, clearly and obviously and in the judgement of the university authorities, very seriously damaging to it.

ARTICLE FOURTEEN. Aggravating circumstances

The following are considered to be aggravating circumstances for any misconduct:

- a) Repeated offending.
- b) Wilfully publicizing or drawing wider attention to the actions which constitute an offence.
- c) Any other circumstances which demonstrate an intention to hurt or abuse the person affected, especially if this person is in a relatively vulnerable situation.

ARTICLE FIFTEEN. Mitigating circumstances

The following are considered to be mitigating circumstances for any misconduct:

- a) Communication of the offence to the university authorities and recognition of culpability.
- b) An offer of apology to the persons affected.
- c) An offer to compensate for any damage.
- d) Other circumstances which, while not justifying the actions in question, can be seen to attenuate the offender's responsibility.

ARTICLE SIXTEEN. Sanctions for minor offences

The sanctions applicable in the case of minor offences are:

- a) An oral warning.
- b) A written warning.
- c) The complete satisfaction of any financial sanctions imposed by the Authorities on either the Foundation or the University, as a consequence of a breach by the student of the regulations concerning the use of tobacco or public legislation which is applicable to universities. The monetary satisfaction referred to does not affect in any way any sanctions deriving from the other sections of this article.
- d) Redress and payment of damages caused by conduct constituting a minor offence.

ARTICLE SEVENTEEN. Sanctions for serious offences

The sanctions applicable in the case of serious offences are:

- a) Temporary exclusion from the University for a maximum period of 12 months. This prohibition of entry into University premises does not apply, under any circumstances, in the case of attendance at examinations.
- b) Loss of the right to attend the ordinary and/or extraordinary exam sittings in the corresponding year for one, several or all courses.
- c) Loss of the right to attend classes for one, several or all courses in the academic year in which the offence has been committed, together with the academic consequences this entails.
- d) Loss of the right to access exchange programmes with other universities.
- e) Loss of priority in the choice of schedule, specialization or place with regard to compulsory or voluntary practical training and placements.
- f) Loss of the right to undertake compulsory or voluntary practical training or placements, during the academic year in which the offence has been committed.
- g) Redress and payment of damages caused by conduct constituting a serious offence.

ARTICLE EIGHTEEN. Sanctions for very serious offences

The sanctions applicable in the case of serious offences are:

- a) Loss of the right to attend the ordinary and/or extraordinary exam sittings in the corresponding year for one, several or all courses.
- b) Loss of the right to attend classes for one, several or all courses in academic year in which the offence has been committed, together with the academic consequences this entails.
- c) Loss of the right to access exchange programmes with other universities.
- d) Loss of priority in the choice of schedule, specialization or place with regard to compulsory or voluntary practical training and placements.

- e) Loss of the right to undertake compulsory or voluntary practical training and placements, during the academic year in which the offence was committed.
- f) Temporary exclusion from the University for a minimum of three months. This prohibition of entry into University premises does not apply, under any circumstances, in the case of attendance at examinations. The sanctions described in sections d), e) y f) of the previous article may be applied.
- g) Prohibition of enrolling on other studies at the University for a two-year period, from the date of the imposition of the sanction onwards.
- h) Permanent exclusion from the University, entailing the definitive loss of student status.
- i) Redress and payment of damages caused by conduct constituting a very serious offence.

ARTICLE NINETEEN. Additional sanctions

The following additional sanctions may be applied alongside the sanctions described in the previous articles:

- a) Loss of a grant awarded by the Foundation or the University.
- b) The loss of the right to renew grants or scholarships awarded by the University at the following enrolment.
- c) The loss of the right to be a student representative.

ARTICLE TWENTY. Commutation of sanctions

1. The investigating officer in disciplinary proceedings may, after meeting with student involved and with the necessary justification, decide to propose the commutation of the sanctions initially imposed to other measures of an educational nature, such as activities involving the provision of care to those in need, cultural activities, volunteering or other analogous activities which are of benefit to the university community. This may occur when the personal circumstances of the student involved, the nature of the events in question, the student's conduct, and, in particular, the efforts made by the student to remedy the damage caused provide grounds for doing so. Any such commutation must be justified in the final disciplinary ruling document and be approved by the Rector.
2. The body responsible for taking the final disciplinary decision in the case of minor offences may, after meeting with the student involved and with the necessary justification, agree to a commutation of the sanction, as described in the previous section of this article.
3. If the student fails to comply with the commuted sanction, he or she will be subject to full compliance with the initial sanction imposed.
4. If, given the attendant circumstances, the sanctions established for serious and very serious offences are deemed to be inappropriate, one or more of the sanctions established for minor and serious offences, respectively, may be imposed, with this being appropriately justified in the disciplinary ruling document.

ARTICLE TWENTY-ONE. Recording and expunging sanctions

1. The sanctions imposed for minor offences will be recorded in the Register of the Office of the Vice-Rector for Students and University Life and in those of the Secretary's Offices of the different Faculties, Schools and Campuses. It will not appear on the student's academic transcript.
2. The sanctions imposed for serious and very serious offences will be recorded in the Register of the Office of the Vice-Rector for Students and University Life, in that of the General Secretary's Office, and those of the different Faculties, schools and Campuses and they will appear on the student's academic transcript. They may also appear on the student's official academic certificates if this is required by the disciplinary ruling document.

3. The sanctions recorded will be expunged, after a period of twelve months after the fulfilment of the sanction, if the student in question has not committed another offence. If another offence has been committed, the record will not be expunged until the same condition has been met with regard to this further offence.
4. Exceptionally, if requested and subject to the agreement of the Vice-Rector for Students and University Life, the General Secretary may, for the purposes of proportionality, expunge such records from official academic certificates without the above conditions having been met, once the person in question is no longer a student at the University.

ARTICLE TWENTY-TWO. Limitation periods for offences and sanctions

1. The imposition of sanctions for offences is subject to a limitation period: sanctions may not be imposed once the academic year following that in which the offence occurred has ended.

The calculation of this limitation period will cease once disciplinary proceedings have opened and will only begin to be calculated once more if these disciplinary proceedings have not progressed during three months for reasons beyond the control of the student involved.

2. Sanctions imposed are subject to a limitation period of two years after their imposition.

CHAPTER III. DISCIPLINARY PROCEEDINGS

SECTION ONE – ORDINARY PROCEDURE

ARTICLE TWENTY-THREE. Application

The Ordinary Procedure will be employed for disciplinary proceedings when the relevant events concern the commission of a serious or very serious offence.

ARTICLE TWENTY-FOUR. Authority

The authority for ruling on such disciplinary proceedings lies with the Rector.

ARTICLE TWENTY-FIVE. Procedure initiation

The authority to open these disciplinary proceedings lies with the Rector, after receiving a report from the Vice-Rector for Students and University Life, issued at his or her own discretion, or after receiving a request to this effect from a Faculty Dean, School Director, Campus Vice-Rector, or a third party.

ARTICLE TWENTY-SIX. Prior actions

1. The Faculty Dean, School Director or Campus Vice-Rector must submit a report to the Vice-Rector for Students and University Life containing the information they possess concerning the incident which may constitute an offence.
2. On the basis of the documentation submitted, the Vice-Rector for Students and University Life will personally undertake a preliminary investigation. As part of this investigation, action will be taken to ascertain whether there are sufficient grounds for full disciplinary proceedings to be opened. In particular, this will concern determining the nature of the events which may constitute an offence, the identification of the person or persons who may be responsible for them and the determination of any other related circumstances.
3. If the Vice-Rector perceives the offence committed to be minor or insufficiently serious, this will be communicated to the corresponding Faculty Dean, School Director or Campus Vice-Rector so that disciplinary proceedings may be opened by means of the summary procedure.

4. If the investigation reveals that a serious or very serious offence has been committed, the Vice-Rector for Students and University Life will submit a request to the Rector to open full disciplinary proceedings. This request will include a proposal for the naming of an investigating officer for these proceedings: this must be a member of the University's academic staff who must not teach on the study programme or programmes which the student is enrolled on.

ARTICLE TWENTY-SEVEN. Initiation of disciplinary proceedings

1. The Rector will formally open disciplinary proceedings by issuing an order for their commencement which must state the following at the least:
 - a) The identity of the person or persons who are thought to be responsible.
 - b) A concise description of the events which are the grounds for the opening of the proceedings.
 - c) The designation of the investigating officer and, where appropriate, of the secretary for these proceedings.
2. The order to commence disciplinary proceedings will be issued to the investigating officer and, where appropriate, to the secretary, along with the records of any actions already undertaken in this respect and all interested parties will be informed: these will always include the student alleged to have committed the offence and the person who requested that disciplinary proceedings be opened.

ARTICLE TWENTY-EIGHT. Disciplinary investigation

1. Once the investigating officer has received the order to commence disciplinary proceedings, he or she must, within ten working days, take statements from the student involved and undertake, at his or her discretion, whichever actions may be necessary to clarify the facts of the case, gathering whatever information or reports he or she deems necessary in order to establish the possible existence of misconduct.
2. If it seems that misconduct may have occurred, then, within the same ten-day period referred to above, the investigating officer must draw up a charging document, which will be sent to the student concerned and other interested parties.
3. In the period of five working days after the issuing of the charging document, interested parties may submit any statements, documents or information they consider relevant or provide evidence which they will seek to rely on.
4. Having received all the statements, or once the period specified in the previous item has been completed, the investigating officer may announce the opening of an evidence gathering and examination period, which may last a maximum of five days.
5. Once this period has been completed, the investigating officer will summon the interested parties to a hearing to reveal to them the evidence that has been collated and to give them the opportunity to make a verbal statement. Any such statements will be recorded by the investigating officer or, where appropriate, by the secretary.
6. Within three working days of this hearing, the investigating officer must submit a draft ruling document to the Vice-Rector for Students and University Life, which will give a detailed description of the facts that have been deemed to have been proven, the actions undertaken, and, where appropriate, the type of offence that has been committed – indicating its seriousness or otherwise and the relevant article of these Regulations – the person responsible for it, and the sanction which is deemed appropriate – again indicating the relevant article of these Regulations.
7. The time periods described in the previous items may be extended by the investigating officer when the circumstances of the case are such that these are insufficient for the investigation to be carried out appropriately.

ARTICLE TWENTY-NINE. Ruling on the disciplinary proceedings

1. Once the Vice-Rector of Students and University Life has received the draft ruling, he or she will, if appropriate, send this to the Rector, accompanied by a report. The Rector will then make a ruling within five days of receiving the draft ruling report and the statements, documents and other information from the proceedings. The Rector will make the ruling by confirming the sanction or the clearing of the student of responsibility, or he or she may decide to rule differently from the proposal contained in the draft ruling, in which case the Rector must provide a justification for the decision.
2. The ruling may state that the sanction imposed must appear on the student's official academic certificates.
3. Notification of the ruling will be provided to the interested parties, and the corresponding Faculty Dean, School Director or Campus Vice-Rector, by the Vice-Rector for Students and University Life.
4. An appeal against the ruling can be lodged with the University Ombudsman (*Defensor/a Universitario/a*) on the grounds described in article 35 of these Regulations.

SECTION TWO – SUMMARY PROCEDURE

ARTICLE THIRTY. Application

The Summary Procedure will be employed for disciplinary proceedings when the relevant events concern the commission of a minor offence.

ARTICLE THIRTY-ONE. Authority

The Faculty Deans, School Directors or Campus Directors have the authority to make rulings as part of this procedure.

ARTICLE THIRTY-TWO. Procedure initiation

Summary proceedings can be opened by the Faculty Dean, School Director and Campus Vice-Rector, at their discretion, or at the request of the Vice-Rector for Students and University Life or of a third party.

ARTICLE THIRTY-THREE. Process

1. Once it has been established that the Summary Procedure will be used for the disciplinary proceedings, no investigating officer will be named and the Faculty Dean, School Director or Campus Vice-Rector will meet with the alleged offender, carry out whatever actions are necessary, examine the relevant evidence and make a ruling within five working days.
2. The ruling will be communicated to the interested parties and the Vice-Rector for Students and University Life.
3. An appeal against the ruling can be lodged with the Rector within five working days of its notification.

SECTION THREE. PRECAUTIONARY MEASURES

ARTICLE THIRTY-FOUR. Precautionary measures

1. After meeting with the student in question and with the agreement of the Vice-Rector for Students and University Life, the investigating officer or, as appropriate, the Faculty Dean, School Director or Campus Vice-Rector may, when there are appropriate grounds, implement at any moment of the disciplinary proceedings any precautionary measures which may be necessary to ensure the effectiveness of possible disciplinary sanctions, to prevent prolonging the effects of the offence and to protect the general interest.

2. These precautionary measures may consist of the temporary prohibition or restriction of access to the University, of attendance at one, several or all courses, of access to the Library, computer rooms or other services provided to students, and the temporary suspension of administrative processes, such as the grading of exams or the processing of the adaptation/recognition of credits.
3. These precautionary measures must always be proportional to the scale and importance of the objectives which the specific measures seek to protect.
4. If the precautionary measure implemented consists of the temporary exclusion of the student, the time during which he or she is excluded will be taken into account in full with regard to the fulfilment of any ultimate sanction involving temporary exclusion.

SECTION FOUR. APPEALS TO THE UNIVERSITY OMBUDSMAN

ARTICLE THIRTY-FIVE. Appeals to the University Ombudsman

1. Students may lodge an appeal against disciplinary rulings within five days of their notification with the University Ombudsman (*Defensor/a Universitario/a*).
2. Appeals can only be made on the grounds that the regulations governing the proceedings were violated and that therefore the case must be reviewed.
3. Appeals must be submitted in writing, stating the nature of the alleged violation and the relevant article of these Regulations which has been violated.
4. If the ruling resulted from proceedings using the Summary Procedure, the student must appeal in the first place to the Rector.
5. The University Ombudsman, having examined the documentation relating to the proceedings, will then proceed to process the appeal in the appropriate fashion, or to dismiss it.
6. The decision of the University Ombudsman will be final.

SECTION FIVE. IMPLEMENTATION

ARTICLE THIRTY-SIX. Implementation

Once the ruling is final and involves the imposition of a sanction, then this will be communicated to the appropriate authorities of the University for implementation.

Notification will also be issued to the Office of the Vice-Rector for Students and University Life, to the corresponding Academic Secretary's Office of the Faculty, School or Campus so that it can be suitably recorded and, if appropriate, to the University's General Secretary's Office, for the same purpose.

PART FOUR

GRANTS AND SCHOLARSHIPS

ARTICLE THIRTY-SEVEN

1. All students have the right to apply for grants of a national, regional or other type which are offered to students via the University.
2. All students have the right to receive, via the University and in good time, the complete information concerning grants and scholarships of a national, regional or other type which are offered to students via the university.
3. The grant and scholarship programmes will, where appropriate, use a progressive principle, such that the quantities of money assigned to each student will vary depending on their specific socioeconomic situation and their real needs.
4. The grant and scholarship programmes will operate under the principles of sufficiency and fairness and will encourage students to maximize their academic performance.
5. Any deception employed by a student in a document for the purpose of obtaining a grant or scholarship will constitute a serious or very serious offence and will therefore be subject to disciplinary proceedings, as described in articles 9, 12 and 13 of these Regulations.
6. Grants and scholarships may be withdrawn from any student, while respecting the terms and requirements of such schemes, for breaches to his or obligations, the commission of actions deemed to be offences according to these Regulations, or poor academic performance.

PART FIVE

ASSESSMENT REVIEWS AND APPEALS

ARTICLE THIRTY-EIGHT. Assessment reviews

All students at the Universidad CEU Cardenal Herrera have the right to review assessments of their academic performance by means of the following procedure:

1. The final grades obtained by students, along with date, time and location of reviews of these will be published at least 24 hours before reviews are scheduled to take place.
2. Students must go to the review of their final grade at the time and place published by the lecturers who have assessed them. The lecturers will provide the appropriate explanations and, if appropriate, adjust the grade.
3. Students have the right to have an assessment review even if the examination was oral in nature. In such a case, the University will provide the necessary resources to record the examination of each student, using an audio and/or video system, as appropriate to the type of assessment involved.
4. The documents on which the students' final grade is based (written exams, recordings in general, practical work, etc.) must be kept by the lecturer responsible for the course or the area of knowledge until the end of the following academic year.
5. With regard to the continuous assessment of a course, where this is provided for in the course guide, and by extension to all those components which form part of the process and yet which are different from the final exam, the following will apply:
 - a. Students will have five working days to challenge their grade after the communication of it for each of the exams/exercises/practical sessions they undertake; to do this, they must state this in writing to the relevant lecturer.
 - b. After this period, the grades awarded for such assessed exercises during the teaching period will be considered to be final and no appeal against them will then be possible.
 - c. Students will be notified of these grades by means of the process established by the lecturer in each case, within the framework of the general principles laid down by the University for information of this type.

ARTICLE THIRTY-NINE. Assessment appeals

Students at the Universidad CEU Cardenal Herrera who disagree with the outcome of an assessment review have the right to appeal against it by means of the following procedure:

1. Those students who disagree with the grade awarded to them for a continuous assessment activity should:
 - a) Speak to the lecturer in question during their office hours and request a review of the grade awarded for the continuous assessment activity, within five working days of its communication to them. If the student attends the lecturer's office during the time period scheduled for the review and the lecturer is absent, the student must notify the Faculty Secretary's Office of their intention to request an assessment review during the same period of five working days. Once this period has ended and if there is no record of a particular student's interest in a review being undertaken, then that student will lose any right to have a review of this continuous assessment activity undertaken.
 - b) Review the activity in conjunction with the lecturer responsible, who will provide the student with the relevant explanation for the grade awarded.

- c) If the student still disagrees with grade awarded for the activity, he or she must submit a written appeal to the Secretary of the Faculty or School. In this submission, the student must appropriately identify himself or herself and provide an explanation of the grounds for the appeal, and finally request that this appeal be considered by a panel of three lecturers from the same area of knowledge or department. The process and time period in which this appeal can be submitted are the same as those described in point 2 of this article, concerning the review of final assessment activities.
 - d) The panel's decision will be final.
2. If a student disagrees with the grade awarded to them for the final assessment activity:
- a) He or she must submit an appeal in writing to the Secretary of the relevant Faculty, School or Campus within a maximum of five working days of the review of the exam or assessment activity. In this submission, the student must appropriately identify himself or herself, provide an explanation of the grounds for the appeal, and finally request that this appeal be considered by a panel of three lecturers from the same area of knowledge or department. This appeal will not be accepted if the student did not previously undertake or attempt to undertake a review of the final assessment activity with the lecturer in question on the days and times set aside for this purpose, or if more than five working days have passed since this review took place.
 - b) The Secretary of the Faculty, School or Campus will notify the relevant Head of the Department of the submission of the appeal in order to request that he or she establish a panel of three lecturers to consider it by reviewing the examination. The Head of Department will then establish this panel, inform the lecturer in question of this and request that he or she provide the assessed materials so that these can be reviewed by the panel. The panel can summon the student and/or the lecturer and request assistance in the form of technical reports from third parties at the University, from other universities or other institutions or companies, as required, before reaching a decision.
 - c) The student will receive a reply to his or her appeal by means of a *carta certificada* (registered post) sent to the address which appears on the original submission. This letter will be sent by the Secretary of the Faculty or School within ten working days of the appeal being submitted. The letter will be accompanied by a document communicating and explaining the review panel's decision.
 - d) The review panel may decide that the grade awarded by the lecturer be maintained, or, where reasonable doubt exists, set a new date for the lecturer in question to repeat the assessment for the appellant, or decide to modify the grade.
 - e) If the student does not agree with the panel's decision, he or she may submit a second appeal, on this occasion to the Rector of the University, within a maximum of five days of receiving notification of the panel's decision. In this submission, the student must appropriately identify himself or herself, provide an explanation of the grounds for the appeal and finally request that the assessment activity be subjected to a further review.
 - f) The Rector will then name an investigating officer who will give a decision on the appeal. The investigating officer may summon the student and/or the lecturer, request information from the review panel, request assistance in the form of technical reports from third parties at the University, from other universities or other institutions or companies, as appropriate. The investigating officer will prepare a final decision document which will be presented to the Rector or another person to whom the Rector delegates this responsibility. The student and/or lecturer may be invited to the session at which this decision is presented if the investigating officer deems this appropriate. This final decision may constitute the maintenance of the grade awarded by the lecturer, or where reasonable doubt exists, the establishment of a new date for the lecturer in question to repeat the assessment activity for the appellant, or the modification of the grade. The student will be notified of this final decision by means of a *carta certificada* (registered post) within twenty days of the date on which the appeal was submitted and no further appeal will be possible within the academic procedures established by the CEU Cardinal Herrera University.

- g) For the purpose of calculating the time periods established by this article, those days which are not *lectivos* (i.e. those days on which teaching activities do not take place) are excluded. Such days include Saturdays, Sundays, public holidays and those days which are designated as holidays in the academic calendar.
- h) If the assessment activity which is the subject of the appeal is a final examination taking place during the ordinary examination period, then the student will have the right to undertake an examination as part of the extraordinary examination period within fifteen days of receiving notification that his or her appeal has been denied, if the student chooses not to continue the appeals process or is unable to do so having exhausted all possible avenues.

ARTICLE FORTY. Appeals against TFG or TFM grades

If a student disagrees with the grade awarded by the Panel of Examiners assessing an undergraduate End-of-Degree Project (henceforth TFG, its Spanish abbreviation) or an End-of-Master's-Degree Project (henceforth TFM, its Spanish abbreviation):

1. He or she must request a review of the assessment criteria employed from the chairperson of the panel of examiners who assessed the TFG or TFM.
2. Once the chairperson and the student have undertaken this review together and if the student continues to disagree with the grade awarded, the student may appeal against it. This appeal will exclusively concern the written dissertation (the *memoria*) and the appeal decision will be final.
3. Appeal procedure:
 - a) The student must submit a written appeal to the Secretary of the Faculty, School or Campus within a maximum of five working days of the review undertaken with the chairperson of the panel of examiners. In this submission, the student must appropriately identify himself or herself, provide an explanation of the grounds for the appeal, and finally request that grade awarded for the written dissertation be reconsidered by an examiner who did not form part of the original panel of examiners and who was not the student's TFG or TFM supervisor. This appeal will not be accepted if the student did not previously undertake or attempt to undertake a review with the chairperson of the panel of examiners on the days and times set aside for this purpose, or if more than five working days have passed since this review took place.
 - b) The Secretary of the Faculty, School or Campus will notify the relevant Head of Department of the submission of the appeal in order to request that he or she designate an examiner, who may be one of the University's lecturers or an external specialist in the dissertation's subject matter, and commission him or her to review the written dissertation. The Head of Department will inform the chairperson of the panel of examiners of this and request that he or she submit the dissertation in question and the assessment records to the designated examiner, who can gather whichever information he or she deems necessary from the student, the panel of examiners or the TFG or TFM supervisor. A decision document containing a full explanation of the decision must be provided by the examiner, and the grade awarded for the written dissertation must either be confirmed or increased, as appropriate. This decision document must be sent to the Head of Department, the chairperson of the panel of examiners, so that, if appropriate, the final grade for the TFG or TFM may be reconsidered in the light of the modification of the grade awarded for the written dissertation.
 - c) The student will receive a reply to his or her appeal by means of a *carta certificada* (registered post) sent to the address which appears on the original submission. This letter will be sent by the Secretary of the Faculty, School or Campus within ten working days of the appeal being submitted. The letter will be accompanied by the examiner's decision document and the final grade of the TFG or TFM, with no further appeal against this definitive grade being possible.

PART SIX

STUDENT REPRESENTATION

ARTICLE FORTY-ONE. General principles

Students must commit to participating in university life and activities. In this sense, the election of the student representatives is a particularly important way in which students can fulfil this commitment.

ARTICLE FORTY-TWO. Election of representatives

1. Student representatives from the University's degree programmes are elected by their fellow students and carry out the duties of representation as class or group representatives, Study Programme/Degree Representatives, Campus Representatives, or as the General University Representative.
2. Each year-group will elect a representative and a deputy representative for each teaching group or class.
3. All those students enrolled at the University will be eligible to vote and all those students eligible to vote are eligible for election and may put themselves forward as candidates, except those students who, at the time of the election, are the subject of ongoing disciplinary proceedings.
4. Each student eligible to vote will be assigned to a year-group and a group or class. If the student is enrolled on various courses which form part of different academic years within the study programme, the student will be assigned to the group in the most advanced academic year.
5. Elections will take place within each group, with the representative being that candidate with the most votes and the deputy representative being the student with the second most votes.
6. In the case of a tie, the ballot will be repeated between the two most candidates with the most votes. If there a tie once more, lots will be drawn.
7. Candidacy will be of a personal nature only and the ballot will be secret in nature, and the name and surnames of the desired candidate should be indicated on the ballot paper.
8. The ballot will be overseen by a lecturer named by the senior management of the Faculty, School or Campus, who will act as the returning officer, by the first and last students on the list, and by any observers which the candidates may wish to designate. The youngest member of the ballot supervision team will act as the Secretary and will be responsible for drawing up the official record of the ballot, which will include a record of any incidents which occur.
9. Once the representatives and deputy representatives of the different year-groups and groups have been elected, these same representatives must, within a maximum of one week, elect from amongst their number a Degree Representative and a Deputy Degree Representative who will act as intermediaries with the General University Representative, those with academic responsibility for the degree and the senior management of the Faculty, School or Campus. For the latter purposes, they will be called to a meeting by the Academic Secretary of the Faculty, School or Campus in question.
10. At the same time, once the Degree Representatives and Deputy Degree Representatives have been chosen, these latter representatives must elect from amongst their number a Faculty, School or Campus Representative, who will form part of the Board of the Faculty, School or Campus and represent student interests on this Board. A Deputy must also be chosen, who will act in his or her place when this latter Representative is absent.
11. The Vice-Rector of Students and University Life will, on a date to be determined, call the various Faculty, School and Campus Representatives to a meeting, at which they must elect, from amongst their number, the General University Representative, who will represent student interests on the Governing Council. A Deputy must also be chosen, who will act in his or her place when this latter Representative is absent.

12. Once the various elections have taken place, any appeals will be resolved within forty-eight hours of the ballot taking place, with the successful candidates being announced at that time. Appeals will be carefully considered by the senior management of the Faculty, School or Campus involved and by the Vice-Rector for Students and University Life when the appeal concerns the election of the General University Representative.
13. The term these representatives will serve is one academic year, with the term ending with the election of new representatives, the loss of student status at the University, or the imposition of a disciplinary sanction entailing the loss of the right to be a representative.
14. If a General University Representative or a Faculty, School, Campus, Degree or Group Representative resigns or is removed from his or her position, then the corresponding Deputy will take on the relevant responsibilities until the end of the term in accordance with point 13.
15. Students may request a change to their Group, Degree, Faculty, School or Campus Representative by submitting a motion to this effect to the Board of the Faculty, School or Campus. Such a change can also be requested by submitting a motion to this effect to the Vice-Rector for Students and University Life. In either case, the request must be accompanied by a report explaining the grounds for it. The Board of the Faculty, School or Campus involved or the Vice-Rector for Students and University Life, as appropriate, will either accept the request and propose that the representative in question be replaced by his or her deputy, or call for an election to take place.

ARTICLE FORTY-THREE. Rights of the representatives

The student representatives have the following rights:

1. To freely act as student representatives or delegates.
2. To freely express themselves, within the limitations established by law and while showing due respect for other people and the University.
3. To receive accurate and precise information about matters affecting student interests.
4. To be able to undertake their academic tasks alongside their representational duties, without their educational progress suffering thereby. The Faculty, School or Campus will establish procedures to ensure that the activities corresponding to representation do not affect the fulfilment of the representatives' own academic responsibilities.
5. To be able to use the physical and electronic facilities necessary to undertake their representational duties, to publicise their activities and to carry out any other activity which may be of interest to students. It is essential that any information provided appears in an accessible format and that the venues for activities are of such a nature as to facilitate access to those students with a physical disability or with mobility problems.
6. To be able to call on the technical and financial resources necessary to undertake their representational duties in a normal fashion. To this end, the Degree and Campus representatives must draw up an expenses plan for each degree, basing themselves on the budget allocation that the University provides to the Students and University Life Representation Team every year. This plan will detail the different budget allocations and how these are to be distributed. The Faculty, School or Campus Representative will submit this expenses plan to the corresponding Faculty, School or Campus Board for approval. Afterwards, it must be submitted to the Office of the Vice-Rector for Students and University Life. Approval of expenses must always be sought from the Finance Office (*Gerencia*) of the University, having first received approval from the Dean, School Director or Campus Vice-Rector.

ARTICLE FORTY-FOUR. Responsibilities of the representatives

The student representatives have the following responsibilities towards the students they represent and the University:

1. To attend meetings and present those initiatives and criticisms originating from the group they represent to the appropriate bodies of the University, Faculty, School or Campus, without prejudice to the right of any student to make such a submission directly, in accordance with University procedures.
2. To use the information provided to them as representatives appropriately, and confidentially when information has been provided in confidence.
3. To protect, promote and defend the University's property and rights.
4. To inform those whom they represent of the activities and decisions of the bodies at which they represent student interests, along with their own corresponding actions.